

MANKATO MAKERSPACE CLASS REQUEST FORM

Instructor Information:

Full name-

Telephone-

Email-

Your teaching background and/or experience with content you will be teaching-
(this is quite important, it will tell us what type of teacher you will be and will let potential students know that you are knowledgeable in your craft)

Class Content:

Class Title-

(short and to the point)

Course Description-

A brief walk through of what the class will entail, be specific but also concise.

Examples:

*What tools and techniques will be used? is it a Make and Take class? Is it a one day class or a multiple day course?

* Specify If there are any expectations of the students before/ upon arrival (ex: if they need to bring project design or any materials, if they must wear safety appropriate clothing, need prerequisite class or safety check.)

Scheduling and Class Frequency:

Reserving space and equipment:

Specify which Makerspace shop/space your class needs and any equipment:

Suggested times and dates :

(If you wish your class to be a weekly occurrence please write something like, “Wednesdays starting on Dec 11 from 2pm-4pm” etc) it is highly recommended to schedule classes far in advance, they will gain more traction if people have time to save the date.

Alternative times and/or dates:

(in case of scheduling conflicts with other events or courses)

Students, Tickets and Instructor Compensation:

Max number of Students per class-

Any age restrictions?-

Non-Makerspace Member Ticket Price-

*Member Ticket Price-

Your Material Cost per student-

You will receive 70% of ticket sales,after taking out material cost

At the end of each class you teach you will fill out your Instructors Time Sheet, where you will calculate your compensation,it will look something like this:

EX

Ticket \$45 per person. Material Cost per person \$15...3 students in class on Dec 11th

$\$45 - \$15 = \$30.$
(per person)

$\$30 \times .7 = \$21.$
(getting 70%)

$\$21 + \$15 = \$36.$
(add back in MC)

$\$36 \times 3 = \108 compensation
(multiply # person in class)

Last but not least

Class Listing Photo

2-5 JPG photos that are related to course content

If your class is set up as a Make and Take please give photo examples of what the students will be making during that class.

Must be **original photos, no internet stock images**

(this is important because there are certain internet algorithms that weed out stock imagery and make your class listing less likely to appear on search browsers, which makes it much harder to promote your class)

- Make sure your photos are clear and in focus
- They must be oriented horizontally
- Please include a close up image and an image from a distance
- If applicable, include a photo of you (the instructor) making/ using course tools or an example of the finished project. This may be used as course listing photo but also can be used on our site and social media to promote your classes and/or services
- 2-5 photos (this ensures that we get a photo or two that is a good fit with our website layout/ programing as well as options down the road to refresh your course listing's look)

Submit Request Form

You can fill out this form electronically a couple different ways: Google Docs, Microsoft WORD or using a PDF Form Filler such as Pdfescape.

Or write a separate document containing responses to forms questions. Make sure to provide answers to ALL questions.. Save and Send an attachment of the form and JPG photos in an email to:

Shayna Swiers

Class Liaison

sstietje@gmail.com

Make sure to include **email title: Class Request Form**

As well as **mark the email as Important**

(This should ensure that your email does not get marked as junk by the spam filters)

If you have any questions or concerns please contact Shayna directly via email, or text 507-421-1540

When your request is processed and approved Shayna will contact you with scheduling confirmation and any additional information that you might need.

Thank you, we are excited for you to join the Mankato Makerspace Teaching Team!