



VIRTUAL WORKSHOP INFORMATION WINTER 2022

Please complete this form digitally and return via email to Anna Routson at anna@morganconservatory.org along with three photos to be used in promotion as samples of what students can expect to create in your workshop.

Instructor Contact Information

Instructor(s) Name(s):	
Mailing Address	
Phone Number(s):	
Email Address:	Website:

Workshop Information

Workshop Title:
Maximum Workshop Size: <i>(Keep in mind workshops are virtual via zoom)</i>
Workshop Description: <i>(List processes and techniques that will be taught in the workshop as well as what can be expected as the final product from the workshop.)</i>
Suggested Reading <i>(optional)</i>

Scheduling

Date(s) and hours you are available to teach:
Number of days the workshop will run (workshops will be capped at a 3 hour/day max):
Number of hours needed for preparation:

Equipment and Materials

A complete materials list is required before we can post your workshop online or print promotional materials. *Because all workshops are virtual, we encourage you to use materials easily sourced by the student to avoid shipping materials.*

*If you would like to create a materials kit please indicate what materials will be included, the total cost of the kit/person, and the shipping fee. **All kits are to be compiled and mailed out by instructors.** Kit fees will be included in the overall cost of the workshop and instructors will be reimbursed for each kit sent out.

Equipment and materials to be provided by the student (Please be as specific as possible. We will link a website to each material to help guide students to what you have requested):

Biographical Information

Please provide a short bio in paragraph form. With two-three sentences, briefly highlight your education, awards and/or grants you have received, and the most important exhibitions and collections your work is part of. This will be used to promote your workshop.

Please remember to attach three photos when you submit this form via email.

If you have any questions, please feel free to contact Anna Routson at the Morgan at (216) 361-9255 or via email at <anna@morganconservatory.org>. Thank you!