



HOW TO SUBMIT AN 826 WORKSHOP PROPOSAL

- 1 Write a detailed explanation of your course.
- 2 Even if your idea hasn't evolved into a syllabus yet, let us know what activities your course might include, what materials you might need, along with a basic idea of how you see the class going.
- 3 How many sessions of what length will work best for the class? (Workshops generally vary in length from one session to four with each session lasting 1 to 2 hours.)
- 4 What dates or days absolutely do not work for you and what days or dates are the best? We'll try to accommodate your schedule as best we can, but please be flexible! (Workshops are generally held on weekday evenings and weekend afternoons.)
- 5 What student age range are you thinking for this course? (Eight to ten, eleven to fourteen, and fourteen to eighteen tend to work best.)
- 6 How many students do you want in your class? (We generally recommend twelve to fifteen, but it depends on the types of activities you are planning, how many TAs you want, etc.)
- 7 Decide on a final product for your workshop. An essay, a short story for *The 826 Quarterly*, your own chapbook, a letter to the President, a play, and a reading are just some ideas. All workshops at 826 must have an end product.
- 8 Come up with a catchy title.
- 9 Now your proposal is set! Submit it to Marisa Urrutia Gedney. Email her at marisa@826valencia.org