



TIGA PROSPECTUS

FOR LEADING A WORKSHOP, GLASS EXPERIENCE,
LECTURE/SLIDE PRESENTATION, OR
DEMONSTRATION

Filled out one form for each proposed event in its entirety. Attach extra pages wherever needed.

A. YOUR CONTACT INFORMATION

1. NAME	
2. ADDRESS	
3. CITY/STAE/ZIP	
4. HOME PHONE	
5. STUDIO/WORK PHONE	
6. MOBILE PHONE	
7. E-MAIL	
8. WEBSITE	

B. ABOUT YOU

1. EDUCATIONAL BACKGROUND	
2. TEACHING BACKGROUND	
3. EXHIBITIONS/AWARDS: include a CD or attach a digital file of current work	

C. ABOUT YOUR EDUCATIONAL PROPOSAL

1. CHECK ONE: <input type="checkbox"/> WORKSHOP <input type="checkbox"/> GLASS EXPERIENCE <input type="checkbox"/> LECTURE <input type="checkbox"/> DEMONSTRATION	
2. TITLE OF EVENT	
3. MAXIMUM PARTICIPANTS	
4. PROFICIENCY: Level of Student/Viewer Proficiency, including any prerequisite requirements.	
5. BRIEF DESCRIPTION OF EVENT FOR A MEDIA LISTING: (1-3 sentences) include a CD or attach a digital file of one photo which represents your event.	
6. DETAIL DESCRIPTION OF EVENT FOR A PRESS RELEASE: (1-3 paragraphs) you may include a CD or attach additional digital files of photos of your work which represents your event.	

7. EVENT OUTLINE: detailed outline of time frame and subject matter for your event. Include breaks.					
8. CURRICULUM: list all artistic techniques utilized and/or subject matter covered in your event.					
9. INTERFACE: How much time is dedicated for questions/answers?					
10. RESULTS: Does this event result in a finished product for the participant? If so, what?					
D. MATERIAL, TOOL, & EQUIPMENT NEEDS					
5. AUDIO/VISUAL: Do you require any audio/visual support? If so, list equipment you will need.					
1. GLASS: Does your event require glass and if so, what type/amount?					
2. PARTICIPANT'S LIST: list what, if anything, the participants in your event are required to bring.					
3. TIGA LIST: list all other supplies, tools, and equipment not already outlined that you expect TIGA to provide for your event.					
4. SAFETY INSTRUCTIONS: outline all safety procedures for your event.					
6. MINIMUM EQUIPMENT NEEDS: list equipment & include important details, such as square footage of kiln space, number of torches, etc.					
7. FIRING SCHEDULES: Fill in the chart to give a sample of any firing schedules you will be using for your event	SEG	DEGREES/HOUR	SET POINT TEMP (F)	HOLD TIME	RAMP TIME
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
TOTAL KILN TIME					
E. YOUR EXPECTATIONS/COMPENSATION					
1. COMPENSATION: list all fees you require					
2. OTHER REQUIREMENTS					
I understand that TIGA will choose to present or not present my proposed workshop based upon the information I have provided in this proposal. The workshop has to prove to be cost effective and must be of a nature which fulfils TIGA's educational goals. I have provided complete and accurate information for TIGA to be able to accurately and professionally promote and offer this workshop.					
ARTIST SIGNATURE				DATE SUBMITTED	
MAIL TO: 1021 Salazar Rd. Taos, NM 87571 E-MAIL TO: apply@tiganm.org			© TIGA: Taos Institute for Glass Arts, Inc – www.tiganm.org		

