
LOOKING FOR A SUITABLE SPACE TO HOST A WORKSHOP?

WE'RE EXCITED TO WELCOME LOCAL
CREATIVES TO OUR VENUE UNDER
OUR WORKSHOP BRAND

THE WORKS

The Works is all about fun and quirky workshops designed to help participants master their hobby or find a new one! Our workshop schedule aims to offer a diverse range of super-easy introductory workshop classes that will let participants explore their creativity while learning a new skill.

The Works will host in-house workshops run by our talented team but we will also open our doors to suitable creatives looking for a space to host their events.

Becoming a 'workshopteur' under **The Works** brand entitles you to the following inclusions for a \$300 fee per workshop:

- Exclusive use of a suitable space at The Imperial at Clifton (\$300 room hire)
- All furniture provided and configured (included)
- A non-alcoholic drink station on arrival (included)
- Administration of an online booking platform (included)
- Marketing/promotional activities to assist with your workshop sales (included)

To get underway, fill out this form to tell us why you should be our next 'workshopteur'!

PROPOSED WORKSHOP:

INSTRUCTORS FULL NAME:

EMAIL ADDRESS:

TELEPHONE NUMBER:

ABN:

ABOUT YOU: Tell us about yourself and your relevant creative skills! (*Max 100 words*)

CLASS DESCRIPTION: Briefly describe the proposed class. (*Max 200 words*)

CLASS OUTCOMES: Briefly describe the outcomes of the proposed class including the skills/knowledge/physical items a participant might take away from the class. (*Max 100 words*)

CLASS CAPACITY:

Participants

SET-UP/TEAR DOWN TIME:

Minutes/Minutes

CLASS TIME:

Minutes

MATERIALS & COSTING: The instructor is responsible for providing ALL supplies required for the course including but not limited to equipment, tools, materials and consumables. Please provide a detailed list of requirements.

Materials

Additional Info

SET UP REQUIREMENTS: Please provide a detailed listing of all requirements and/or equipment to be supplied by **The Works** including furniture requirements, power and water requirements.

FLOOR PLAN: Describe the desired room layout for the workshop. (*Max 100 words*)

LESSON PLAN: Please provide an overview of the class including timings associated with each step and/or portion of the class. Include any important information regarding the hands-on element of the class and include how the instructor will assist during each portion of the class

OTHER: Where applicable to the workshop, each participant will receive a 'how-to-guide' information booklet which will include a step by step instructional guide of the newly-developed skill. **The Works** will provide the collateral and printing for this information booklet however it will be the instructor's responsibility to provide the step-by-step information required for this booklet. If you require more space for your workshop plan, please save extra pages as a PDF and also attach to your email.

Please submit this lesson plan via email: celebrate@theimperialclifton.com.au