



External Calendar Listings Info Sheet Classes and Workshops Only (Temporary Form)

This form is for temporary use until complete class/workshop descriptions are in place per the templates and forms introduced in May 2008. The data on this form will be used *only* for publicity via free external calendar outlets that accept instructional postings, such as MCAC's website and their ArtOps email broadcast.

All the information on this form should be approved and finalized before submitting to the Publicity Committee chair, which can be done either via a completed paper copy of this form or (preferably) via email to publicity@guildofcreativeart.com.

What is this? (Circle one) **Class** **Workshop**

Title: _____

Date: Start Day & Date _____

Stop Date _____ (can be "continuous")

Hours: Start _____ Stop _____

Very short description of course objectives. Must include the teacher's name, media, & targeted age group:

Any Student Pre-Requisites: _____

Pre-registration deadline if any: _____

Location if not at the Guild: _____

Return this form to publicity@guildofcreativeart.com