

Art Association of Oswego, Inc.

Class Video Proposal Worksheet

Please include all the following information/items when you are proposing to create a class video for the AAO. The video will become property of the AAO to post on our website for as long as we like. Credit will be given to you for its creation.

1. Class Title:
2. Description/Synopsis: (1-2 paragraphs) Describe the finished project, skills to be demonstrated, historical tie-ins (i.e. related art movements or styles, if applicable) etc.
3. Appropriate Ages: i.e. children (list years) or adults (16+)
4. Experience Level: i.e. beginner, intermediate, or advanced. If the proposed class is for anything other than beginners, please list skills or prior experience necessary to complete the project.
5. Supplies & Equipment: list of items (tools and art materials) to have on hand to complete the lesson. It would be helpful to provide web links to those items. Don't forget to list things that can easily be found at home – i.e. a jar of clean water, paper towels, rags, scrap paper, etc.
6. Instructor: name & preferably 1-2 sentences about your background/experience.
7. Any other relevant information.
8. Please include a photo example of the proposed end product if possible.

General Expectations:

We expect you to demonstrate how to complete an entire project in the video. Live Instructional/demonstration time for projects could range anywhere from 15-20 minutes for simple projects geared toward elementary age children to 45-60 minutes more intermediate-advanced level projects geared toward teens and adults.

Not having included video instruction for classes before now, we assume the actual process of filming will take as long as it takes to finish the project (using the above general guidelines) and the editing process will take about half that time. The end result should be a video introducing the project, a list of necessary supplies and where to buy them, relevant art history info (if any), some real-time demonstration and instruction, some fast-forward demonstration with voice-over instruction. We should see the finished project at the beginning and end of the video. When editing is finished, the final video should be about 1/2 to 1/3 that length of time it took to do the project. We assume students will start, stop, rewind as necessary to complete their own projects.

For example, for a project geared toward elementary aged children, film for about 30 minutes, edit for about 15-30 minutes, ending up with a video of about 10-15 minutes. If, in your experience, the process takes longer than that, please contact us to discuss specifics.

When your video “premiers” on our website, we intend to gather supplies and provide a limited number of kits for students to complete the projects. Since the video will stay on our website indefinitely, we'll need a list of supplies included in the video so that people can acquire what they need if they don't get one of our pre-made kits.

Submit your proposal to the Art Association of Oswego via info@OswegoArts.org.

If our board of directors approves your proposal, you will be paid for your time to:

- Make/video the entire project
- Edit the video
- Gather/compile kits of supplies (if you choose to do so) along with the cost of the supplies.
- If you do not choose to make the supply kits yourself, the AAO will take care of it.
- You do not need to be present at the AAO to hand out supply kits; AAO staff will take care of that.

Instructors are paid as independent contractors subject to 1099-MISC reporting to the IRS (not as employees). The AAO does not withhold any taxes or provide any guarantees for income. You will need to fill out a federal form W-9 with your name, address, and tax ID as reported on your tax returns if we do not already have one on file for you. Your tax ID can be either your social security number or an employer identification number if you have one.