

Education Committee

- Organize workshops and classes
 - Instructors:
 - engage Instructors
 - solicit from instructor: needed working environment, student supply list
 - communicate with instructor all PAL expectations
 - ensure that contract is completed
 - feedback from and to instructor
 - Space
 - find and confirm location for workshops/classes
 - make sure the location is set up
 - confirm that the space is left as it was found
 - Publicity:
 - create press releases
 - ensure that the press release is published on flyers, website, Facebook, newspapers
 - republish workshop/class information in intervals leading up to the workshop/class
 - take images of workshop/class and send a follow up to news outlets
 - Monitor sign-up sheets
 - place a sign-up sheet in gallery
 - confirm the minimum is reached
 - keep the instructor informed as to how many students have enrolled
 - Student Communication
 - workshop/class supply list

- any additional costs that may be incurred
- workshop/class status
- Local Schools
 - work with local schools/Grants Supervisor to organize after-school events
 - gallery visits
 - artists in residence
 - workshops/classes
 - summer programs
 - follow vetting procedures for all instructors and helpers that will go into the schools
 - meet the instructor at the school on workshop/class date
 - stay with the instructor during the workshop/class time
 - make sure permission is granted before any images are taken of the students