



If you are interested in offering a workshop through CCSF Extension, please send a resume and proposal that includes the following information:

1. Workshop title.
2. One paragraph general description for publishing and marketing.
3. Brief outline of the workshop (organized by meetings.)
4. Major Learning Outcomes (By the end of the workshop the student will be able to...)
5. Number of hours per week and number of weeks needed for the workshop*.
6. Day of the week preferred (Monday - Thursday evenings, or Saturdays.)
7. Materials fee (to cover text, handouts, demonstration materials, equipment, etc.)
8. Materials list of equipment/supplies that students must bring to workshop.
9. Special needs (location, equipment, facilities).
10. An image for marketing, no larger than 400dpi on the longest side.
11. Your contact information: address, phone, email address and website.
12. Let us know if you are on the faculty for City College of San Francisco and if you currently teach full or part time.

*Workshop durations can vary from 1 evening or weekend workshop up to 7 weekly workshop meetings. Workshops are generally 2-3 hours per workshop session. Workshops generally are held in the evening, Monday-Thursday from 6:30pm-9:30pm or Saturdays either 9:00am-12:00pm or 1:00pm-4:00pm. Saturday workshops can also be proposed for a full day, from 9:00am-4:00pm, with a 1 hour lunch break.

Please note: CCSF Extension receives no public funding and is self-supported through workshop fees. A minimum enrollment must be reached in order for a workshop to run.

Due to restricted resources, we offer a limited amount of promotion for individual workshops. Please plan on promoting your workshop to your network via email, fliers and social media.

Email proposals to: ccsf.extension@ccsf.edu (preferred)

Mail proposals to: CCSF Extension
2 Marina Blvd - Bldg. B
Fort Mason Art Center
San Francisco, CA 94123