**WORKSHOP PROPOSAL FORM**

LLL

**PRESENTER’S NAME**:

Copies of any certifications relevant to the workshop(s) you are proposing can be submitted in PDF format and will be placed in your file.

**WORKSHOP/CLASS TITLE**:

**WORKSHOP/CLASS COST:**

**WORKSHOP/CLASS TIMES**:

Please refer to the ESA Required & Proposed Schedule for possible workshop days. Suggested times and/or workshop time slots are listed there for your convenience. Remember you can opt to do evening workshop(s) on Thursday and/or Tuesday, all day or half day workshop(s) on Saturday, afternoon and/or evening workshop(s) on Sunday and/or extensive weekend workshop over a 2-3 day period.

**WORKSHOP/CLASS DESCRIPTION**

This should be a brief and concise write-up as you would like to have it appear on the website. (2-3 paragraphs describing your workshop) 250 words or less. ESA reserves the right to edit for space consideration.

Please mention in your workshop/class description any certificates of completion or certifications that will be presented to attendees, if applicable.

Please submit one of these Workshop Proposal Forms for each workshop that you are proposing.

We require a flyer be submitted for each workshop but have included a flyer template on our website for your convenience. Simply fill in the information. Some of you may have your own flyers you would like to submit. The flyer(s) will be used for promotional purposes.