



Selkirk Community Arts Centre

Program Report Form

Please complete and submit this form immediately after the event/workshop. This information is very important in ensuring the Gallery operates effectively.

EVENT ()

or

WORKSHOP ()

One-time activity: concert, lecture,
book launch, private event, etc.

Class or series of classes:
painting, drawing, pottery, etc.

Name of Event/Workshop _____

Date(s): _____ Time(s): _____

Person/organization in charge: _____ Gallery member? Yes or No

Location: () Main Gallery, () Clay Studio, () Parking lot, () Other _____

FOR EVENTS

No. of participants: _____ Cost to participants: _____ Total hours: _____

Amount owing Gallery: Members: _____ Non-members: _____
No charge if event/workshop is free or 15% of revenue \$50 or 15% or revenue whichever is greater. _

Name of User: _____ Phone no: _____

FOR WORKSHOPS

No. of participants: _____ Cost to participants: _____ Total hours: _____

Amount owing Gallery: Members: _____ Non-members _____
No charge if event is free or 20% of instructional fee (not including cost of supplies) \$50 or 20% or revenue whichever is greater. _

Name of teacher: _____ Phone no: _____

Name: _____ Date: _____

Signature: _____

*Make cheques payable to "Selkirk Community Arts Centre". Send e-transfers to gwenfoxq@shaw.ca

Thank you for using the Gwen Fox Gallery. Do you have any comments or suggestion?
