

Workshop at Sprout Arts Proposal Information and Checklist February 2025

All workshop proposals must be submitted on the Workshop Proposal Form and Sprout's Standard Workshop Contract completed by a Committee Member before a workshop is advertised.

Introduction

The purpose of this information sheet and checklist is to act as an 'aide-memoire' for those who are experienced at running workshops either at Sprout or elsewhere. If you are new to running workshops, please ask for our 'Workshop guidelines' document as this offers more guidance.

General Information about Sprout Arts Gallery

Opening hours and gallery cover

Sprout is generally open from 11am - 5pm from Tuesday - Sunday. Workshops can be held during the day or in the evening until 8.30pm (Sprout must be cleared up and vacated by 9pm).

Usually, there will be exhibitions open during the day so any visitors will need to be served during daytime workshops. If you are running a workshop as part of your exhibition, Sprout may be able to find a volunteer to help you with this if given sufficient notice. If you are not the exhibiting artist, usually the artist or a volunteer will be present to deal with sales.

Facilities / Equipment available within Sprout Gallery

We have the following items available.

- 1 x large table
- Folding trestle type tables (stored in our garage)
- Stackable chairs (stored in our garage)
- Electric kettle
- Small sink
- Power points
- Wall mounted digital screen
- Card reader
- Wi-fi

If Sprout tables and chairs are used, they must be covered /protected so they are not marked by materials and returned to the garage after use.

Housekeeping

The workshop lead is responsible for ensuring all Sprout facilities are clean at the end of a workshop.

The following are available:

- Ceiling mounted heaters (for use between November and March only wherever possible due to heating costs.)
- Toilet (not fully accessible for some people with reduced mobility).
- Fridge (nothing must be left behind in the fridge).
- First Aid kit
- Fire extinguisher
- Mop/bucket/floor brush
- Bins for recycling and waste

Fees payable to Sprout

The amount payable to Sprout depends on different factors so we will discuss this when we meet with you. We recommend using Eventbrite to sell tickets in advance.

As an approximate guide:

- Free workshops/demonstrations - no charge for using the space. Participants may wish to make a small donation to Sprout to cover heating/lighting costs etc
- For free evening 'club / group' sessions - no charge for using the space. The usual practice is £2+ donation per participant (more welcomed!)
- Half day workshop (2/2.5 hours) Sprout would receive 20% of workshop fees and any sales
- For larger workshops, Sprout would receive 20% of workshop fees and any sales.
- If you plan to submit a grant application to fund the workshop(s), Sprout would charge a fee for use of space plus would receive 20% of any workshop fees and any sales.

Insurance

You must have public liability insurance cover.

Many of our artists have joined Artists Newsletter <https://www.a-n.co.uk/about/insurance/> to take advantage of their offer for £10m Public & Products Liability insurance and £5m Professional Indemnity insurance cover included with a-n Artist membership.

Materials

We cannot provide materials but for art/craft workshops, Sprout is a member of The Scrapstore on Blackshaw Road in Tooting which offers a wide range of materials (www.workandplayscrapstore.org.uk/). It is open to members on Tuesdays and Thursdays (11am – 5pm) - we may be able to share this membership with you to help with workshop materials.

Checklist / things to consider

What is the aim of the workshop?

Consider:

- Expected learning and outcomes
- Any materials you will provide
- What participants need to bring
- What they will take away at the end of the workshop.

Who is your target audience?* Consider:

- Age range
- If aimed at children or vulnerable adults, information about child or carer/adult ratios
- Copy of current DBS
- How you plan to attract participants
- Minimum and maximum number of participants

*Mobility access - please note our toilet is not accessible to wheelchair users and also may be inaccessible to others with reduced mobility.

Timing and costs

Consider:

- Preferred days/times
- If the workshops are to be booked in advance or are drop-in informal sessions
- Your charges

We recommend using Eventbrite for advance ticket sales.

DBS check

Please include a copy of your DBS if your workshop is aimed at children or vulnerable adults.

Artists Public Liability Insurance

Please provide evidence of your Public Liability Insurance.

Many of our artists have joined A-N The Artists Information Company <https://www.a-n.co.uk/about/insurance/> who offer Public & Products Liability insurance and Professional Indemnity insurance cover as part of the a-n Artist membership.

Risk assessment

Sprout will provide you with a blank risk assessment template to complete and return. This will need to be approved at a meeting to sign off your workshop plans with a Sprout Committee Member.

Advertising your Event

Sprout will:

- Include your workshop in our newsletter to members and on our website
- Add it to our Social Media platforms including Instagram, Facebook and X (Twitter)
- Send information to other local publicity channels e.g. Tooting Newsie and the Furzedown Community Network forum

Although Sprout will help as specified, you are responsible for advertising your event outside of this, so please consider other possible publicity avenues.

Recording / Photographing your workshop*

Sprout requests that you share a few photos of your workshop with us so these may be used for future reference, reporting and marketing on our Social Media platforms. e.g. the set-up, materials and participants in action

Please send photos and videos to sproutcommunityarts@gmail.com. Please also tag us in social media posts @sprout_arts_london

*Remember to ask participants to sign the permission proforma for photographs / videos to be shared (will be provided)

Several Sprout Committee members have experience of running workshops so please ask for their help and advice at any point.

Thank you.

