



## HOW TO SUBMIT AN AUSTIN BAT CAVE WORKSHOP PROPOSAL

1. Write a detailed explanation of your course.
2. Even if your idea hasn't evolved into a syllabus yet, let us know what activities your course might include, what materials you might need, along with a basic idea of how you see the class going.
3. How many sessions of what length will work best for the class? (Workshops vary in length from one session to three with each session lasting 2 hours.)
4. What dates or days absolutely do not work for you and what days or dates are the best? We'll try to accommodate your schedule as best we can, but please be flexible! (Summer workshops are held on Tuesday through Thursday during the day and on Saturdays during the day. School year workshops are generally held on weekday evenings and weekend afternoons.)
5. What student age range are you thinking for this course? (Six to ten, eleven to fourteen, and fourteen to eighteen tend to work best.)
6. How many students do you want in your class? (We recommend twelve to fifteen, but it depends on the types of activities you are planning, how many TAs you want, etc.)
7. Decide on a final product for your workshop. An essay, a short story for an Austin Bat Cave anthology, your own chapbook, a play, and a reading are just some ideas. All workshops at ABC must have an end product.
8. Come up with a catchy title.
9. Now your proposal is set! Submit it to Sara Choate. Email her at [sarachoate@gmail.com](mailto:sarachoate@gmail.com).