

Class Setup Instructions

Thank you for your interest in hosting a class with the Lodi Community Art Center!

This checklist is intended to help us get your Facebook, Instagram and LCAC website classes set up quickly and accurately.

Please note: The digital team sets up events during regular business hours Monday-Friday. Information received outside of business hours or over the weekend will be reviewed on the next business day, or as soon as possible. Updates are made on the 1st and the 15th of each month. In planning your class/workshop, please allow up to 5 business days for your event to be added to our website and social media.

Thank you!

Class Setup Instructions

All requests to have a class in the Robison Studio shall be submitted at least 1 month or more in advance of the class date. (This is so there is enough time to get information out and to have full class participation). All signups, reservations, payments, and cancellations shall be handled by the instructor.

Step One: Contact Renee Rondon at paintinglady2012@gmail.com and reserve the studio for the dates you want.

Step Two: Print out the [Class Flyer Information Checklist](#). This is for your use to create your class flyer. You do not send this checklist to anyone. This information will help you to include all the necessary information needed to create your class flyer that will be used to promote your class at Lodi Community Art Center and on the Website.

Step Three: Create your class flyer (along with material list if applicable) in a Word document. Take a photo of your class project to be inserted on your flyer. If you have a recurring class at LCAC and the information is the same, update your flyer with the new date(s) and time(s). Insert a new image to the flyer (unless using the same image).

Step Four: email flyer (in word DOC format) and a separate photo (in JPEG format) of the class project to Andrea Morris at andreamorisart@yahoo.com.

Step Five: Print your flyers (at least 1 month or more before your class date) and deliver to the Art Center. Place one in the 'Classes' area near the cashier desk, and one in the front window in the 'Classes' area also. There are clear plastic display holders available. Students will take a flyer (flyer handouts supplied by the instructor) containing all the class information and contact information of instructor to sign up and pay for their classes.

Step Six: Send a Photo of class project to Nina Boyd at ninaboydart@gmail.com and Sylvia Chavez at schavez3205@gmail.com with a brief description of the class so they can add it on social media at least 1 month or more before your class date.

Please contact Renee Rondon at paintinglady2012@gmail.com for your questions and concerns.