

# WORKSHOP PROPOSAL

## Application Form

28th Annual Central Ohio Folk Festival (COFF)  
Saturday, May 3 – Sunday, May 4, 2025

APPLICATION DEADLINE: December 18, 2024

**RETURN APPLICATION TO:** Jeff Putnam via e-mail to: [putnamjeff@hotmail.com](mailto:putnamjeff@hotmail.com) or [workshopcoordinator@columbusfolkmusicsociety.org](mailto:workshopcoordinator@columbusfolkmusicsociety.org) or it can be mailed to: 9303 Westenbarger Drive Mount Vernon, Ohio 43050. If you have questions, you may e-mail or call Jeff at 740-397-7201 or 740-390-0890.

**We must have a formal application. You should use this form to submit your application.** You may submit the application via email (PDF or .doc) to the e-mail above or send via postal mail to the address above. **The application must be postmarked / received by e-mail by not later than December 18, 2024.**

**NOTE:** You are welcome to submit more than one workshop proposal. Complete a *separate form* for each workshop. You may duplicate this form if necessary. If the workshop described below is scheduled, the information you provide may be used in the COFF programming materials.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ / \_\_\_\_\_ Best time to call? \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

1. Preferred way of confirmation/contact: \_\_\_\_\_ E-mail; \_\_\_\_\_ Postal mail
2. Days / hours I can be available to present (workshops are scheduled: Saturday – Noon-6pm and Sunday – Noon-4pm). Please rank your preferences 1, 2, etc. and we will do our best to accommodate.  
EXAMPLE: Saturday:   X   Hours:   Noon-4    
Saturday: \_\_\_\_\_ Hours: \_\_\_\_\_ Sunday: \_\_\_\_\_ Hours: \_\_\_\_\_
3. Up to how many workshops would you be willing to lead? (1, 2, or 3) \_\_\_\_\_

**IMPORTANT: Listed below are workshop areas we are hoping to provide for registrants this year (NOTE: when we select workshop presenters we'll be looking to fill these areas).** If you feel you have skills in more than one of these areas, please submit an application for each area. If you indicate you only wish to present one workshop and you are selected, only one of your workshops will be utilized.

4. TITLE of proposed workshop? \_\_\_\_\_

(Please keep in mind that your workshop title should be descriptive enough for the title alone to indicate the workshop subject; we will use this title on our schedule as well as in our promotional materials).

5. LEVEL of proposed workshop (circle one): BEGINNER / ADVANCED BEGINNER / INTER-MEDIATE / ADVANCED / ALL LEVELS

6. **WHAT WILL PEOPLE LEARN at the workshop? Please provide a brief description (60 words or less).** (Please keep in mind that the description you give may appear in COFF programming materials).
7. **PLEASE CONSIDER PROVIDING A WORKSHOP HANDOUT.** A handout containing a workshop outline and listing of resource materials is beneficial to *both* presenter and attendee. Attendees tend to expect to receive a written handout when they come to a workshop. A template and sample outline can be found at: [www.columbus-folkmusicsociety.org/workshops.html](http://www.columbus-folkmusicsociety.org/workshops.html).
8. **Please provide a BRIEF BIOGRAPHICAL SKETCH in 50 words or less.** (Include past teaching/workshop experiences, if applicable).
9. **Please provide a website or another listing of where your works (CD's, books, etc.) can be found, if applicable.** \_\_\_\_\_
10. **If selected, what contact information for yourself do you want published in our programming materials (e-mail address OR website)** \_\_\_\_\_
11. **The Festival compiles a list of recommended teachers for children in the Columbus area to share with festival attendees.** Would you like your contact information included in this list? Y/N \_\_\_\_\_.  
If so, what age(s) do you teach? \_\_\_\_\_

**SOME TOPICS WE ARE LOOKING FOR:**

**Instrument Related Topics:**

Fiddle (*advanced beginner-intermediate levels — and style: e.g. bluegrass, old-time, general, Irish, etc.*)

Banjo (*advanced beginner- intermediate levels — and style: e.g. bluegrass, old-time, general, etc.*)

Mountain Dulcimer (*all levels*)

Guitar (*advanced beginner-intermediate levels — and style: e.g. bluegrass, old-time, etc.*)

Tenor Banjo; Bouzouki (*various levels*)

Instruments not listed above (e.g. Penny-whistle, Ukulele; Jug Band type instruments; Zydeco rub-board; Bodhran (*all levels*))

Instrument related workshops can focus on specifics of playing the instrument OR it can be a repertoire building workshop.

**Vocal/Voice related topics:** (e.g., Harmonies; Yodeling, etc.)

**Songwriting** (could be as specific as How to Start and End a Song or more general)

**Educational workshops on folk subjects or areas of interest:** (e.g., Carter songs; Ozark/Appalachian songs; Humor in songs, etc.) Educational workshops can include talks on specific subjects and include examining songs.

**“How to” workshops:** (some examples might be: How to Market your Band; How to facilitate House Concerts; Guitar Basics: changing strings, tuning; Stage Presence; What to Look for when Instrument Shopping; How to Play in a Jam, etc.)

**Participatory/Shared Performance workshops:** (e.g., Sea Chanties, Civil War, Woody Guthrie or Seeger sings, dance, etc.).

The workshop should include some presentation material.

Others, of course, will be considered, but the above are our priorities.