

PROPOSAL FORM

for New Class/Program/Activity

Name of person submitting proposal:

Business Name:

Cell phone #:

Work phone#

Home phone #

Street Address:

City:

State:

Zip:

Email Address:

Website:

Submitting person's experience/background/degrees, etc:

Proposed Title of class/activity/program:

Description of proposed class/activity/program:

Age range of potential participants:

1-10

11-18

19-30

31-50

51 and over

Facilities needed (if any):

Equipment needed (if any):

Please explain the benefits of your proposal:

Please explain your marketing plan:

What fee(s) would you require to put on the activity:

Please indicate the time of year you would like to run your proposal:

Spring (Feb – May)

Summer (Jun – Sep)

Fall (Oct – Jan)

Please attach your proposed course outline and/or fill in the outline below:

Please include the topics, etc. to be covered in each session.

Week / Session One:

Week / Session Two:

Week / Session Three:

Week / Session Four:

Week / Session Five:

Week / Session Six:

Week / Session Seven:

Week / Session Eight:

Please provide any additional information about your class/activity/program: — Continue on to page 3 if needed —

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