



Date Submitted: _____

Program Proposal

Section A - Instructor Information:

Name: _____

Phone #: _____

Email Address: _____

Cell #: _____

Instructor Availability: _____

Please attach a resume noting previous teaching experience and any relevant certificates/awards.

Section B - Proposed Program Information

1. Proposed Course Name: _____

2. Proposed Course Description: _____

3. Proposed Number of Classes (ie: one day workshop, or weekly recurring class): _____

4. Length of time for class (total number of hours or hours per week): _____

5. Maximum Number of Participants: _____

6. Proposed Participant Cost: _____

7. Room Requirements:

a. Space Requirements (circle one): meeting room, gym, auditorium, stage, other: _____

b. Room Style Set Up (tables/chairs) : theatre, class room, board room, other: _____

c. Equipment Requirements: white board, flip chart, CD player, other: _____

8. Supplies Required: _____

9. Proposed Instructor Remuneration (in dollars per hour, please): _____

Additional Information: _____

Section C - Important Information

Deadlines:

- 2012 Spring Summer Activity Guide
- 2012-2013 Fall Winter Activity Guide

November 4, 2011

May 4, 2012

We thank all applicants for their proposals. Unfortunately, due to the volume of proposals received, ***we regret we can only contact successful applicants.*** Proposals will be kept on file for one year from the date received and may be considered for future guides. ***Please note:*** Applicants of selected proposals will be required to complete a criminal record check.

Please return completed form and attached resume to the Beban Park Recreation Centre (2300 Bowen Road),
attn: Megan Noakes. Proposals may also be faxed to 250-758-8761 or emailed to Megan.Noakes@nanaimo.ca.