



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:

- 2010/2011 Fall Winter Activity Guide May 15, 2010
- 2011 Spring Summer Activity Guide December 15, 2010

We thank all applicants for their proposals. Unfortunately, due to the volume of proposals received, we regret we can only contact successful applicants.

Please return form to the Beban Park Recreation Centre (2300 Bowen Road), Attn: Michele Duerksen.