



**Program Proposal
Form**

Instructor's Name: _____ Date: _____

Business/Organization: _____

Address (Mailing): _____

Phone: _____

E-mail: _____

Web site: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

Do you have reliable transportation? Yes No

To whom should checks be made payable: Instructor _____ Business _____

Activities Guide Editions: Winter/Spring _____ Summer/Fall _____

Course Title: _____

Detailed Program Description:

Program Objectives:

Learning Outcomes (What will the participant learn/gain from this program):

Please give us a description of your program that could appear in the Town's Activities Guide (Be Creative):

Program Length (1 day, 4 weeks, etc.): _____

Total Number of Sessions: _____

Sessions will be Held (weekly, monthly, etc.): _____

Preferred Day(s) of Week: _____

Preferred Time(s): _____

Proposed Fee Per Person (Be sure to include your cost of basic materials in calculating this):

Per Class: \$ _____ Per Length of Program: \$ _____

Are there any additional equipment requirements (ie: camera for a photography class)?

Maximum Number of Students: _____ Minimum Number of Students: _____

Type of Facility/Space Needed: _____

Please list three references, with contact information, who can speak specifically to your ability to conduct your program (not family members):

1. Name: _____ Telephone: _____ E-mail: _____

2. Name: _____ Telephone: _____ E-mail: _____

3. Name: _____ Telephone: _____ E-mail: _____

Please attach your resume if it pertains to your professional ability.