



### Program Proposal Form

If you're interested in instructing a particular program, workshop or special event, please complete the following form. It will be reviewed by the appropriate Recreation Programmer. Thank you for your interest in West Point Grey Community Centre!

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

SUBMISSION DATE: \_\_\_\_\_

**Winter** (January - April)  
**Summer** (July - August)

**Spring** (May - June)  
**Fall** (Sept - Dec)

INSTRUCTOR INFORMATION: (new instructors - please attach a resume with references and a course outline)

Name: \_\_\_\_\_ Instructor #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ (home) \_\_\_\_\_ (other: \_\_\_\_\_)

Wage requested: \$ \_\_\_\_\_ per hour / session (circle one) OR Revenue split requested: \$ \_\_\_\_\_

COURSE INFORMATION:

Course Name: \_\_\_\_\_

Age Group or Range: \_\_\_\_\_ Group Size: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

# of Weeks or Sessions: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Course Description: (50 - 75 words; to be used in our brochure) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Room Requirements: \_\_\_\_\_ Preferred Room: \_\_\_\_\_

Equipment Required: (overhead projector, tables, etc.) \_\_\_\_\_

\_\_\_\_\_

**Thank-you for your submission!**

