



PROGRAM PROPOSAL FORM

Contact Information

Business Name		
Main Representative's Name		
Address		
City	State	Zip
Phone Number	Fax Number	
Email Address	Website	

Program Details

Program Title

Age of Participants	Facility Needs	Length of Program
Preschool 3-5 Years	Multi-Purpose Room	What Brochure Season are you looking to introduce this program?
Youth 5-11 years	Fitness/Dance Room	
Pre-Teen 11-12	Beach/Lake	
Teen 12-18	Outdoor Sport Court	Summer (June-August)
Adult 18+ years	Park/Field	Fall (September-December)
Senior 60+ years	Other	Winter/Spring (January-May)
All Ages		Other
Other		

How many times will this program meet in one session?

How many days per week will this program meet?

How long will each class be?

Suggested day(s) of the week and time the program should meet?	Day(s)
	Time(s)

What is the requested per participant rate for the instructor/business for the program? \$

Program Description

Please provide a brief description to be used in brochures:

Please provide an outline/lesson plan with specific program details including activities planned and skills targeted: (If more space is needed, attach additional pages to this form)

Equipment and Supplies

What equipment and/or supplies will be provided by the instructor/contractor? (All equipment and supplies used for the program must meet current safety and industry standards and guidelines and be in proper working condition.)

Will the participant be required to bring anything? In the case of special program materials, how much does each item cost?

