



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!

SESSION:

SUBMISSION DATE: _____

Winter (January - March)
Summer (July - August)

Spring (April - 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)

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: _____

List of Expenses: _____

_____ Total Cost of Expenses: \$ _____

Equipment Required: (overhead projector, tables, etc.) _____

Thank-you for your submission!

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