

Program Proposal Worksheet

Instructor Name	
Instructor Address	
Instructor Phone, Cell & Email	
Instructor Bio Limit to 50 words	
Name of Course	
Target market of course: Ages of participants, specific details, needs, abilities of participants	
Recommended price of course	
Suggested number of sessions	
Required size of room	
Days of week preferred	
Time of day preferred	
Specific requirements of course: mirrors, music, arts supplies, etc	

Expected fee for teaching the course: paid by the session, revenue share, etc	
Description of course that could be used in a brochure: Max 50 words	
Notes	
Please send completed forms to Hastings.CommunityCentre@vancouver.ca or drop them off at 3096 E. Hastings St., Vancouver - Attn: Recreation Programmer.	