



Williston Recreation & Parks

7900 Williston Road, Williston, VT 05495
recreation@willistonvt.org 876-1160

Program Proposal Form

Contact Information:

Name: _____ E-mail Address: _____
First Last

Mailing Address: _____
City: _____ State: _____ Zip: _____

Phone Numbers:
Cell: _____
Home: _____
Work: _____

Proposed Program Information:

1. Program Title: _____
2. Program Description: *(This will be used in creating a description for print and other advertising)*
3. Target audience: Female Male Co-ed Age or grade of participants: _____
4. Preferred day(s): Monday Tuesday Wednesday Thursday Friday Saturday
5. Indicate Length of each class: _____ (hours/minutes) Time of class: _____
6. Indicate length of session? _____ (1 class, # of weeks) Date(s) of class: _____
7. Number of times per week: One Two Three Four Five
8. Time of Year: Fall- Sept.-Nov. Winter- Dec.-Feb. Spring- Mar.-May Summer- June-Aug.
9. Minimum and maximum numbers: Minimum enrollment: _____ Maximum enrollment: _____
10. Instructor compensation: \$_____ per participant _____ Waive Fee
11. Ideal type of space: (e.g.: open area, classroom, etc) _____
12. Equipment: Is there equipment that the participant will need to bring? YES NO
If yes, what equipment will be needed? _____
13. Materials/supplies: Are there supplies the participant will need to bring? YES NO
If yes, what supplies will be needed? _____

Instructor/Facilitator Information: *(Please use separate sheet if necessary)*

Instructor bio: (Please write a brief Bio that can be posted on the website)

Instructor qualifications: (Trainings, education, work experience, certifications, etc.)

Thank you for your interest in offering a program with the Williston Recreation & Parks Department. Please complete this proposal and return with your resume. Your proposal will be reviewed, if determined to meet the needs of our community, you will be contacted and details can be discussed. Please call or email if you have any questions- 876-1160 or recreation@willistonvt.org

***Note: we attempt to offer programs at the lowest possible price as a service to our community. Instructor compensation is one of the factors considered when determining program offerings. We welcome those who wish to donate their time as a service to our community.*

Send completed form to:

Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495