



# Williston Recreation & Parks

7900 Williston Road, Williston, VT 05495

[recreation@willistonvt.org](mailto:recreation@willistonvt.org)

876-1160

## Program Proposal Form

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

### 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.)

*\*\*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:

[recreation@willistonvt.org](mailto:recreation@willistonvt.org) or Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495