Williston Recreation & Parks

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

Program Proposal Form

Thank you for your interest in offering a program. Please complete this proposal form 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

Contact Information:

Name: _____ **E-mail Address:** _____
First Last
Mailing Address: _____ **Phone Numbers:**
City: _____ State: _____ Zip: _____ 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. **Program Day(s):** _____
4. **Program Date(s):** _____ **Length of Program?** _____
5. **Program Time(s):** _____
6. **Target audience:** ☐ Female ☐ Male ☐ Co-ed **Age or grade of participants:** _____
7. **Minimum/Maximum Participant Numbers:** Minimum enrollment: _____ Maximum enrollment: _____
8. **Time of Year:** ☐ Fall- Sept.-Nov. ☐ Winter- Dec.-Feb. ☐ Spring- Mar.-May ☐ Summer- June-Aug.
9. **Ideal type of space: (e.g.: open area, classroom, etc.)** _____
10. **Instructor compensation:** $_____ per participant _____ Waive Fee
    Note: The attempt is to offer programs at the lowest price possible. Instructor compensation is one of the factors considered when determining program offerings. Instructors who wish to donate their time as a service to the community is welcomed.
11. **Equipment: Is there equipment that the participant will need to bring?** ☐ **YES** ☐ **NO**
    If yes, what equipment will be needed? _____
12. **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.)

Send completed form to:

recreation@willistopnvt.org or Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495