



# City of Courtenay

## Recreation & Cultural Services Department Program Proposal

Thank you for considering us as a partner in providing recreational opportunities. Please fill out the following information and include with your resume to the Lewis Centre or directly to an Assistant Manager of Programming. Your proposal will be reviewed and considered for future Recreation Guides. Only those selected will be contacted.

Please note that in order to appear in the Recreation Guide, program proposals are due no later than:

**SPRING GUIDE:** December / **SUMMER GUIDE:** February / **FALL GUIDE:** May / **WINTER GUIDE:** August

INSTRUCTOR INFORMATION	
Name:	Phone:
Email:	Cell:
PROPOSED PROGRAM INFORMATION	
Course Name:	
Course Description:	
Proposed number of Classes (i.e.: one day workshop OR weekly recurring class):	
Day(s) of the week:	Preferred program time(s):
Maximum number of participants:	Minimum number of participants:
Age of participants:	Proposed participant cost per person:
Space requirements:	
Equipment requirements:	
Supplies required:	
Additional information:	



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