



The Meeting Place Program Proposal

For quarter:

- January-March
- April-June
- July-September
- October-December

Your Name: _____

Title of your Proposed Workshop: (In less than 8 words)

Description (In three sentences, this is how you would like to promote your workshop in our program):

What is your hourly or course rate? _____
(we cannot accommodate a 'per participant' rate as we cannot guarantee a certain number of participants – hourly or full course rates only)

Do you offer this class at any other venue?

- No
- Yes, at: _____

How will you offer this class, as a:

- One- off
- Longer workshop/course running _____ weeks

Maximum number of participants: _____

Preferred day (please provide two options): _____

Preferred start and finish time: _____



Will the participants need to purchase and/or bring materials, tools or equipment?

- No
 Yes, please specify: _____

Who is your target audience (be specific: age, gender, interests)?

How will you assist in promotion of your proposed workshop?

Do you have formal qualifications relevant to your proposed workshop? Please specify:

- As part of your proposal please provide an **image or photo that promotes** your workshop (photo needs to be at least 1MB in size)

Your Details (only required if your details have changed recently or this is your first time as a tutor):

Address:

Preferred contact number: _____

Email address: _____