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**Program (Course or Activity) Proposal**

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| *Title of proposed course or activity* |  | |
| *Date Proposed* |  | |
| *Proposer/s* |  | |
| *Convenor/Facilitator (if different from proposer/s)* |  | |
| *Contact details* | **Address:**  **Phone: Mobile :**  **Email:**  **Preferred method of contact -** | |
| *Background/rationale behind decision to propose this group* |  | |
| *Anything similar being offered by U3A Benalla/in community?* |  | |
| *Course description summary- brief statement of course goal, proposed content, class style.* | **Course description** | |
| *Number of participants* | **Preferred: Maximum? Minimum?** | |
| *Prior knowledge* |  | |
| Course Length; *Year long courses can start from mid-February and run until early December.* | **Yearlong Half-year Short course (2-8 sessions) Workshop/s**  **Weekly Fortnightly Monthly Other:**  **Start date End date: No. of sessions:**  **Length of session:** | |
| *Classroom based courses generally run between 10 am to 12 midday or 2 to 4 pm. Please offer at least 2 alternatives.* | **Preferred days and times.**  **1st preference**  **2nd preference** | |
| *Any other timetabling preferences* |  | |
| *What materials or equipment will you require? Please specify if you require additional equipment.* | Large Screen TV Monitor/Other Screen  DVD player CD Player  Laptop  Other (Please specify) | **AUDIO:** will you need sound equipment in your class? If so, please specify requirements.  Please specify any other requirements. |
| *Are there any costs attached to the course/activity?* |  | |
| *Please complete a 100 word description promoting your course for the program guide. If you would like a photo to be included in the publicity on the website, please e-mail or post it to us.* |  | |
| *Communication strategy to ‘market’/disseminate – for example:* | **Meet and Mingle/s** – brief presentation and circulation of expression of interest form to gauge response. Date: ………………….  **Newsletter and Website**– Would anyone be interested in such a group? Etc to gauge the interest. Date: …………………..  **Program List** – include in program guide and in program list making clear if, for example, it’s a second semester program Date: ……………………………..  **Other—** | |
| *Notes on Suggested Resources?other ideas discussed during planning (attach further sheets if this is useful)* |  | |