******

**Program Proposal**

|  |  |
| --- | --- |
| *Title of proposed course or activity* |  |
| *Date Proposed* |  |
| *Proposer/s* | **Name/s**  |
| *Convenor/Facilitator (if different from proposer/s)* | **Name/s** |
| *Contact details* | **Address:**  **Phone: Mobile :**  **Email:** **Preferred method of contact -**  |
| *Background/rationale behind decision to propose this group* |  |
| *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** **3rd preference** |
| *Any other timetabling preferences*  |  |
| *What materials or equipment will you require? Please specify if you require additional equipment.*  | Large Screen TV MonitorDVD player CD Player VHS player Screen ? Laptop Other (Please specify)  | **AUDIO:** will you need sound equipment in your class? (highlight or circle). YES NO Please specify 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 forrm 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--** |
|  | Program Committee Observations/Suggestions (If any) |