



SENIORS PROGRAMS
SPECIAL INTEREST, FITNESS, YOGA,
WELNESS, ARTS/CULTURE, &SPORTS
Please return completed form to
Bowen Complex
ATTN: Michele Duerksen
250-755-7501
michele.duerksen@nanaimo.ca

Date Submitted: _____

Program Proposal

Section A - Instructor Information:

Name: _____ Phone #: _____
Email Address: _____ Cell #: _____

Instructor Availability: _____

Please attach a resume noting previous teaching experience and any relevant certificates/awards.

Section B - Proposed Program Information

1. Proposed Course Name: _____
2. Proposed Course Description: _____

3. Proposed number of classes (i.e.: one day workshop, or weekly recurring class): _____
4. Length of time for class (total number of hours or hours per week): _____
5. Maximum number of participants: _____
6. Age range of participants: _____
7. Proposed participant cost: _____
8. Room requirements:
 - a. Space Requirements (Check one) Dance studio, gym, auditorium, Other: _____
 - b. Room Style Set Up (Tables Chairs) Theatre, Class Room, Board Room, Other: _____
 - c. Equipment Requirements: White board, flip chart, LCD projector, Other: _____
9. Supplies required: _____

Additional information: _____

Section C - Important Information

Deadlines:

- Fall & Winter News Letters May 1st
- Spring & Summer News Letters November 1st

We thank all applicants for their proposals. Unfortunately, due to the volume of proposals received, we regret we can only contact successful applicants.

Please return proposal form to the Bowen Complex (500 Bowen Road), Attn: Michele Duerksen.