



City of Eagle Parks, Pathways, & Recreation

Recreation Program Proposal Form

Submission Date: _____

Review Date: _____

Thank you for your interest in offering a new recreational opportunity to our community!

Please complete this Program Proposal Form and submit it to Recreation staff for evaluation and review. This form does not constitute a contract or qualify for application for employment.

parcs@cityofeagle.org

Instructor Name: _____

Email: _____

Address: _____ **City/State:** _____ **Zip Code:** _____

Bio: _____

Certification (if applicable): _____

Name of Program/Event: _____

Instructor in Charge (if different than above): _____

Is there a co-presenter? If yes, please list: _____

Description of Program/Event: _____

Goals of Program/Event:

1. _____

2. _____

3. _____

Dates/Timing

Frequency of Program/Event: _____

Proposed Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Location

Location: _____



If not a City facility, to whom does the facility belong? _____

Facility contact information (name, phone #, email): _____

List any special site or set-up requirements that would need to be addressed prior to the Program/Event:

Participant Information

Is this program intended for a specific age group? _____ If yes, minimum age? _____ maximum age? _____

Minimum # of participants required? _____ Maximum number of participants accepted? _____

Fee
Proposed Fee \$ _____ per _____ If other, please describe: _____

Instruction/Needs of Participants

Note any information that would be useful to the participants. Take into consideration factors such as weather (cold, hot, wet), time of day, specific supplies, or equipment needed, and certifications.

Supplies and Equipment

List supplies needed (art supplies, uniforms, balls, arts and crafts, food/snacks, tables, chairs, water, etc.)

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |