



Program Proposal Worksheet

Instructor Information:

Name:	
Address:	
City/State/Zip:	
Best Contact Phone Number:	
E-mail Address:	

Program Information:

Program Name:	
Preferred Program Times: <i>Include AM or PM</i>	
Preferred Program Dates: <i>Include dates not held (i.e. Holidays)</i>	
Minimum/Maximum # of participants: <i>6/12?</i>	
Program Ages: <i>Also include if parent participation is required.</i>	
Program Description: <i>Provide a brief three – four sentence description of the program, include location information (indoors/outdoors)</i>	
Program Objectives: <i>What do you want the participants to take away?</i>	
Program Goals: <i>Goals for program overall/goals as instructor/goals for participants</i>	
Per Participant Fee Received (80% vendor, 20% Park District)	
Estimated Materials Cost per participant (if any):	
Room set up needs:	
Additional Information:	

Program proposal forms are accepted anytime. Scan and email to program@cwpd.org or drop off at Park District Headquarters. A representative from the program staff will contact you to discuss your program idea. Our programs are offered through four brochure cycles: Fall (Sept-Nov), Winter (Dec-Feb), Spring (Mar-May), Summer (Jun-Aug). All instructors must complete a background screening.