



New Program Request Form

Do you have a talent or skill that you'd like to share with others? The Wheaton Park District Recreation Department invites you to submit a program proposal for a future class. We offer programs throughout the year in a variety of locations and to a wide variety of ages as part of our district's mission to "enrich the quality of community life through a diversity of healthy leisure pursuits".

Proposals are considered for review based on factors including, but not limited to community interest, existing classes, department objectives, and potential for cost recovery.

Proposals may be emailed to:

vbeyer@wheatonparks.org

Name: _____

Address: _____

Email: _____ Website: _____

Program Name: _____

Have you taught this class or a similar class before? Yes or No

If yes, where: _____

Reference Contact Information: _____

Description of Program (this would appear in program guide/marketing)

What are the class benefits for participants?

Instructor Bio

Program Length (please specify number of days and/or weeks / how long per class)

Program Frequency (please specify frequency, i.e., once a week, twice a week, etc....)

Program Time Preference (please specify time of day, i.e., morning, afternoon, evening)

Program Day Preference:

Minimum # of participants per session/class: _____

Maximum # of participants per session/ class: _____

Age Group: _____ Preschool (5 & under) _____ Youth (6-12)

_____ Seniors (55 and over) _____ Teens (13-18)

_____ Adults (18) and over _____ Family

Facility Requirements (type of venue, tables/chairs, etc.)

Equipment / Supply Requirements:

What is your fee for this program?

Office Use Only:

Date	Program Manager	Category of Service	Rev/Exp	Anticipated staff time to manage	Available resources	Is there a way to determine interest