



*Portland Parks & Recreation Department*

# Program Proposal

Portland Parks & Recreation continually searches for new programs and instructors. If you have a particular talent or skill that you would like to teach others and earn a little extra money at the same time, complete and submit the form below. Staff will assist you in determining the length, demographic, location, and fee. While we can lend our expertise, the program/event is yours to create.

Proposal submissions are reviewed by Portland Parks & Recreation staff. If your proposal is accepted, you will be contacted to schedule a time to come in and discuss the proposal. If your proposal is not selected, a staff member will contact you in writing.

## CONTACT INFORMATION

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PROGRAM INFORMATION

Name of Program/Event: \_\_\_\_\_

Participant Ages/Grades: \_\_\_\_\_

Participant Minimum/Maximum: \_\_\_\_\_

Proposed Program Fee: \_\_\_\_\_

Materials Required: \_\_\_\_\_

Who is responsible for providing program/event materials?

Portland Parks & Recreation

Instructor

N/A

Program/Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROGRAM SCHEDULE

Program Days:

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

Program Dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## PROGRAM REGISTRATION INFORMATION

When does the minimum number of participants need to be reached for the program to run (i.e. – two days prior, one week, day of, etc.)? \_\_\_\_\_

When should registration close for you to have enough time to prepare for the program (i.e. – two days prior, one week, day of, etc.)? \_\_\_\_\_

What information do you need to know when participants register (i.e. – shirt size, experience level, allergies, etc.)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is responsible for contacting participants in the event a program is cancelled?

Portland Parks & Recreation    Instructor

If a program is cancelled, are you able to provide a make up day(s)?    Yes    No

If yes, when? \_\_\_\_\_

Please provide and/or attach any additional information that would be relevant for staff to have when considering your program proposal (i.e. – resume, references, websites, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please return this form to:***

Portland Parks & Recreation, 259 Kent St., Portland, MI 48875

Via email: [efair@portland-michigan.org](mailto:efair@portland-michigan.org)