



Troy Recreation Department Create-A-Class Program Proposal Form

3179 Livernois Rd, Troy, MI 48083

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*Thank you for taking the time to submit your program proposal for review. Please submit one proposal per form.
Please complete and return form to the Troy Recreation Department at the address above.*

Company Name: _____

Contact Name: _____ Primary Phone: _____ Alt. Phone: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Proposed Program Title: _____

Content of Program (Brief description of class. Use a separate sheet of paper if you need mores space):

Target Group: Preschool Youth Teen Adult 50+ Family Other: _____

Total number of hours in program/class: _____

How many times per week do you propose to meet? _____ for how many weeks: _____

Other (i.e. per month, one time only, etc.): _____

Length of class: _____ hours Minimum/Maximum participants per class: _____ / _____

Class Day and Time: Weekday Weekend Which Day? _____

Morning Afternoon Evening

Type of space/facility/room needed:

Gym Classroom Tiled room Kitchen Pool Carpeted room

Field Other: _____

What total fee (per person) are you recommending? \$ _____

Is there an additional material fee for your class? Yes No If yes, how much? \$ _____



What amount do you propose to earn as an instructor? _____

Do you want to be hired as an employee or a contractor? _____

What season are you looking to offer this program?

- Fall
- Winter
- Spring
- Summer
- Year Round

Your qualifications to teach this program: _____

Have you instructed this class before? Yes No

If yes, where and who did you work with?

Name: _____ Company: _____ Phone #: _____

Referencnes:

Name	Phone Number	Relationship
1. _____	_____	_____
2. _____	_____	_____

Thank you for your interest in offering a program for our department. Your proposal will be reviewed and you will be contacted by a staff member in approximately 2–3 weeks.

-Troy Recreation Department and Staff

We generally work on programs according to this schedule:

Season of Operation	Proposal Deadline
Fall Programs	May 1
Winter Programs	July 1
Spring Programs	December 1
Summer Programs	February 1

Note: Proposals are evaluated based on pertinence to current offerings and trends, availability of brochure and building space. Our department does not offer inter-competing programs in our brochure. Not all proposals are accepted.