Novi Parks, Recreation, and Cultural Services

Recreation Class Proposal

Please fill out the following form regarding the proposed class you wish to instruct for the Novi Parks, Recreation, and Cultural Services department. Please return promptly.

First Name _____ Last Name _____

Address _____ City _____

State _____ Zip _____ Phone _____

Email _____ Date _____

Please describe your experience/background in the proposed program. Include relevant certifications and years of experience.

Please provide a detailed Course Description

List any previous experience or prerequisite required of participants prior to taking the class

Please provide a four sentence description of your program that would appear in marketing materials

Please select the format/frequency of sessions for the proposed class

If you selected 'other', please explain

Proposed class duration (ex: 6 week session, 2 week summer camp, etc.)

Proposed class length (ex: 45 minutes, 1 hr, etc.)

Please list the desired days and times to conduct the proposed class

1st Choice - Day

1st Choice - Times

2nd Choice - Day

2nd Choice - Times

Will you be providing necessary supplies/ materials for the class?

If no, what supplies/ materials do participants have to bring?

If yes, will you be charging a materials fee? What is the suggested price?

Suggested per person activity fee

Suggested Age Range

Type of facility desired (classroom setting, dance studio, park setting, etc.)

Suggested Minimum Enrollment #

Suggested Maximum Enrollment #

What set-up would be required to run the proposed class (tables, chairs, whiteboard, etc.)