



Class and Program Proposal Form

A separate proposal is required for each proposed class or program.

Instructor/Company Information

Instructor/Company Name: _____

Address: _____ Phone: _____

Email: _____

Are you able to provide proof of insurance and list Newton Parks, Recreation & Culture as additionally insured? _____

Will you be the person running the class or do you hire additional staff? _____

Do staff have background checks completed annually? _____

Have you run classes or programs for Newton Parks, Recreation & Culture before? If no, please provide a reference: _____

How do you plan on marketing this program? _____

Class/Program Information

Class Title/Offering: _____

To your knowledge, is this program currently being offered in the City? _____

Class description (please feel free to include marketing materials): _____

Participant Ages/Grades: _____

Instructor/Student Ratio: _____

Length of Class: _____

of Weeks it Runs: _____

Minimum # Participants: _____

Maximum # Participants: _____

Cost of Program for Participants: _____

% or \$ for Newton Parks, Rec & Culture: _____

Special requirements to participate (specific equipment needed that isn't provided, materials fees, previous experience, etc): _____

Facility requirements: _____

Proposed Schedule (please provide 1st choice, 2nd choice in case your desired day/time is not available): _____

Other Comments: _____