

Lifelong Learning PROGRAM PROPOSAL FORM

Please complete **one form for each course** you would like to propose. Include all requested information. This form must be completed for your proposal to be considered.

_____			_____	
(Name)			(Today's Date)	
_____		_____	_____	_____
(Street Address)		(Apt. #)	(City)	(State) (Zip Code)
_____		_____	_____	
(Home Telephone)		(Work or Cell Telephone)	(e-mail)	

(Title/Credentials/Educational background)				

PRESENTATION, CLASS, OR WORKSHOP INFORMATION

Full Title of Course: _____

Number of Sessions: _____ **Requested Honorarium (if applicable):** _____
(per session)

Course Description: Please provide specific information in describing the course, including content and format information. 40-80 word limit. You may write it here, or attach on a separate piece of paper.

Will you be presenting this same course at other locations during the same 4 month period? Yes No

Please keep in mind that competing with yourself by offering the same program in the area can lead to lower enrollments, cancelled classes, and disappointed students.

ROOM SET UP AND EQUIPMENT REQUEST

ROOM SET UP

Please specify room configuration preference:

Lecture style (chairs only) Chairs in a circle Table and Chair configuration
 Other _____

(Include a drawing for clarity if necessary)

AUDIO VISUAL AND I.T. EQUIPMENT:

Microphone PowerPoint Projector Laptop Screen
 Internet Access White Board (or similar) DVD player Lectern/Podium
 Other (Explain) _____

SCHEDULING PREFERENCES: *Please clearly indicate any preferences or limitations to your schedule*

Preferred Month(s): _____ Preferred Day of Week: _____
(Monday through Friday only)

Time of Day: Morning Afternoon

Please provide details to help us better schedule your program _____

RETURN COMPLETED FORM TO:

Lifelong Learning

North Shore Senior Center
161 Northfield, Road
Northfield, IL 60093

Phone: 847.784.6030

Fax: 847.784.6087

e-mail: LifelongLearning@nssc.org

All proposals will be considered. If the proposed program fits well with NSSC's program goals and initiatives, you will be contacted for more information and perhaps to schedule your program. Thank you for considering North Shore Senior Center!