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LOS ALAMITOS



RECREATION &
COMMUNITY
SERVICES

CLASS PROPOSAL

Instructor(s): _____ **Date:** _____

Business Name: _____ **Email:** _____

Home Address: _____

City/State: _____ **Zip:** _____

Social Security or Tax ID #: _____ **Phone:** _____

Suggested Class Titles A. _____

B. _____

1. Please provide a 25-40 word description of your proposed class: _____

2. Please list ideas for marketing and any target populations to be reached: _____

3. Class specifics (participant age range, day/time preference, location, proposed fee): _____

4. Past experience in teaching this program (including references): _____

5. What promotional efforts will you devote energy and/or financial support to? _____

6. Room set-up desired: _____

7. Specific equipment needed: _____

8. Are participant materials needed for your class? YES () NO ()
If yes, please indicate approximate costs and where students will be referred to purchase supplies:

9. An additional information: _____

Please attach your current resume, class or workshop outline (including teaching methods), samples of previous flyers or press coverage, business card, and any other supplemental material. You can email, fax or drop off your proposal form. We will respond to your proposal within a few weeks. If you have any questions, please feel free to call (562) 430-1073. Thank you for your time and interest.