***Workshop Proposal***

**Title of Workshop:**

**Description:** (Explain what the workshop is; give as much detail as possible to help with marketing/promotion)

**Time Frame:** (Is it a one day? Or over a longer period? how long does the class go for 9-4pm?)

**Audience:** (What the target age of your workshop)

**Materials Require**d:  (What do you require to run the class? Tables, handouts, dry erase board?)

**Will you supply the materials?**   YES  NO

or  Other (please explain)

**Required Materials from Participants:** (please attach Supply list)

**Participants:** Minimum Maximum

#

#

**Date:** (What dates are you available to do this class. Give options)

**Place:** Workshops are usually held at our **1401 building** 1401 5th Street North, Cranbrook, BC

or  Other (please explain)

**Facilitation Cost:**  How much are you worth?

 per Student -- or --  per Hour

$

$

Cost of Supplies or are they included in your price?  YES  NO

**Deadline for Registration:** (This is the cut off time in # of days before the class to confirm attendance #s)

Cut-Off Date:

**Outcomes:** (What will the participants get out of this. What is the takeaway?)

**Outline:** (What is the lesson plan for your workshop)

**\*\*\*NOTE** This is important more for if you are doing longer session, but it is always good to do.

**NOTE:** Please also attach a photo of the finished product for advertising purposes.