



Program (Course or Activity) Proposal

<i>Title of proposed course or activity</i>	
<i>Date Proposed</i>	
<i>Proposer/s</i>	
<i>Convenor/Facilitator (if different from proposer/s)</i>	
<i>Contact details</i>	Address: Phone: Mobile : Email: Preferred method of contact -
<i>Background/rationale behind decision to propose this group</i>	
<i>Anything similar being offered by U3A Benalla/in community?</i>	
<i>Course description summary- brief statement of course goal, proposed content, class style.</i>	Course description
<i>Number of participants</i>	Preferred: Maximum? Minimum?
<i>Prior knowledge</i>	
<i>Course Length; Year long courses can start from mid-February and run until early</i>	Yearlong Half-year Short course (2-8 sessions) Workshop/s

<i>December.</i>	Weekly	Fortnightly	Monthly	Other:
	Start date	End date:	No. of sessions:	
	Length of session:			
<i>Classroom based courses generally run between 10 am to 12 midday or 2 to 4 pm. Please offer at least 2 alternatives.</i>	Preferred days and times.			
	1st preference			
	2nd preference			
<i>Any other timetabling preferences</i>				
<i>What materials or equipment will you require? Please specify if you require additional equipment.</i>	Large Screen TV Monitor/Other Screen	AUDIO: will you need sound equipment in your class? If so, please specify requirements.		
	DVD player	CD Player	Please specify any other requirements.	
	Laptop			
	Other (Please specify)			
<i>Are there any costs attached to the course/activity?</i>				
<i>Please complete a 100 word description promoting your course for the program guide. If you would like a photo to be included in the publicity on the website, please e-mail or post it to us.</i>				
<i>Communication strategy to 'market'/disseminate – for example:</i>	Meet and Mingle/s – brief presentation and circulation of expression of interest form to gauge response; Date:			
	Newsletter and Website – Would anyone be interested in such a group? Etc to gauge the interest. Date:			
	Program List – include in program guide and in program list making clear if, for example, it's a second semester program Date:			
	Other —			
<i>Notes on Suggested Resources?other ideas discussed during planning (attach further sheets if this is useful)</i>				