



Hanover Township Aging Services 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 Phone)	(Work or Cell Phone)	(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. Limit submissions to 40-50 words. You may write it here or attach it on a separate piece of paper.

Please continue on reverse
side

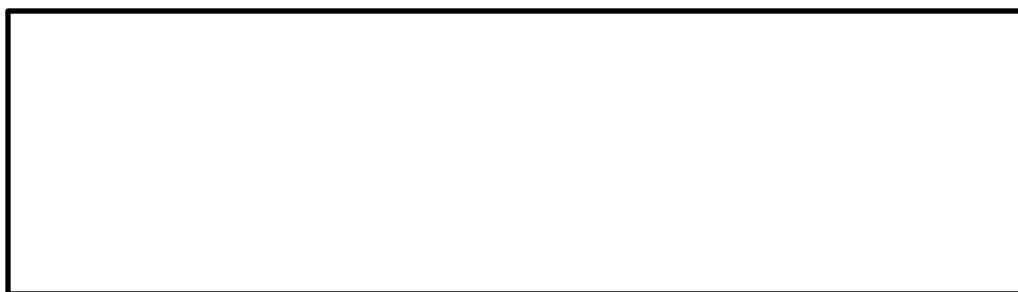
ROOM SET UP AND EQUIPMENT REQUEST

ROOM SET UP

Please specify room configuration:

- ☐ Lecture Style (Chairs Only) _____ # of Chairs
- ☐ Classroom Style (Chairs and Tables) _____ # of Chairs _____ # of Tables
- ☐ Chairs in a Circle _____ # of Chairs
- ☐ Chairs/Tables in a U-Shape _____ # of Chairs _____ # of Tables
- ☐ Other (please explain): _____

(Include a drawing for clarity if necessary)



AUDIO VISUAL AND I.T. EQUIPMENT

- ☐ Microphone ☐ PowerPoint Projector ☐ Laptop ☐ Screen
- ☐ Internet Access ☐ Flip Chart/Markers ☐ DVD Player ☐ Lectern/Podium
- Other (please specify) _____

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

Preferred Month(s): _____ **Preferred Day of Week:** _____
(Monday through Saturday)

Time of Day: ____ Morning (Mon.-Sat.) ____ Afternoon (Mon.-Fri.) ____ Evening (Tues. & Thurs.)

Please provide details to help us better schedule your program: _____

RETURN COMPLETED FORM TO:

Lisa Perrone, Program Manager
Hanover Township Senior Center
240 S IL Route 59
Bartlett, IL 60103

Phone: 630.483.5600
Fax: 630.483.5690
e-mail: lperrone@hanover-township.org

Proposals must accompany a completed Independent Contractor Agreement for consideration. Thank you for interest in the Hanover Township Senior Center!