



WNT 2016-2017 Class/Group Proposal Form

Please complete this form and return it to Rev. Martha Touchton by Monday, June 5th.

Name: _____

Email address: _____

Phone numbers: _____ cell _____ home

Proposed title of your class or series:

Write a brief description of your class or group, including what resources you will draw from, and what you intend for the participants to come away with at its conclusion:

If different, please provide a two-sentence synopsis of your class for use in publicity materials:

Number of sessions preferred (check one):

____1 ____2 ____3 ____4 ____5 ____6 ____ On-going

Any particular audience your class is intended to reach (i.e., older adults, young mothers, men, etc.)?

Will you invite any special guests to your class for one or more sessions? If so, please list:

Is there a resource your class participants will need to purchase to participate in your class?

Do you have an internet link to an appropriate logo or graphic that could be used with your publicity?

Will participants need to pay a materials fee for the class? If yes, how much per session?

If there are preferred limits for the size of your group, what are the minimum and maximum numbers of participants you would want to have?

Are there any special space or equipment considerations (i.e. need for space for participants to move around, need to be outside, circle seating, lecture seating, tables, multi-media, etc)?

Is your class best suited to a particular season or time of the year? Is there a month during which you would prefer to teach, or certain weeks you are not available to teach?