New Course Proposal Form

1. Contact Information

Name and title as you would like it listed in the brochure:

Business name/address as noted on your BRC and W9 if different from above:

Tax ID/EIN:

Mail/UPS Address for contracts/checks:

Phone number:

Cell phone number:

Email:

1. Course Title:
2. All-inclusive fee for the following:

If travelling from out of state, please break down your fee so we can compare the instruction part of the fee. Please note for out of state travel you’re advised to make fully refundable reservations. Cancellations may be made within 24 hours of scheduled classes for any reason.

Fee breakdown:

-Instructor fee for five hours of instruction (note this doesn’t include break times)

-Travel fees if necessary

1. Three available dates, Monday to Saturday, between **March 20 – June 8**. Due to holidays, please **DO NOT** include the following dates: **March 29, 30, May 27 or June 6.**

**Please hold dates until March 6.**

1. Course Description

6. The course objectives

7. The target audience and sub-codes to be addressed

8. A detailed course abstract

9. A description of audio-visual materials