



# City of Courtenay

Recreation & Cultural Services Department  
Contracted Program Proposal

Thank you for considering us as a partner in providing recreational opportunities. Please fill out the following information and include it with your resume and return to the Lewis Centre or directly to a Division Member listed below. Your proposal will be reviewed and considered for future Recreation Guides. Only those selected will be contacted. Please note that in order to appear in the Recreation Guide, program proposals are due no later than:

**SPRING:** December | **SUMMER:** February | **FALL:** May | **WINTER:** August

<b>CONTRACTOR INFORMATION</b>	
Name:	Phone:
Email:	Website:
<b>PROPOSED PROGRAM INFORMATION</b>	
Program Name:	
Program Description (max. 50 words):	
Proposed number of Classes (i.e.: one day workshop, weekly recurring class or week long camp):	
Day(s) of the week:	Preferred program time(s):
Maximum number of participants:	Minimum number of participants:
Age of participants:	Proposed participant cost per person:
Space requirements:	
Equipment requirements:	
Supplies required:	
Wage Expectation:	
Additional information:	



Sports & Fitness - Catriona Smith [csmith@courtenay.ca](mailto:csmith@courtenay.ca)  
Youth Services - Tia Botta [tbotta@courtenay.ca](mailto:tbotta@courtenay.ca)  
Arts & Leisure - Alexis Forbes [aforbes@courtenay.ca](mailto:aforbes@courtenay.ca)  
Adapted Programs - Laura McGrath [lmcgrath@courtenay.ca](mailto:lmcgrath@courtenay.ca)