



# 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:	



Sports & Fitness – Michelle Ford [mford@courtenay.ca](mailto:mford@courtenay.ca)  
Youth Services – Alexis Forbes [afortbes@courtenay.ca](mailto:afortbes@courtenay.ca)  
Arts & Leisure and – Michelle Ford [mford@courtenay.ca](mailto:mford@courtenay.ca)  
Adapted Programs – Zach Andres [zandres@courtenay.ca](mailto:zandres@courtenay.ca)

Wage Expectation:
Additional information:



CITY OF  
**COURTENAY**  
Recreation

Sports & Fitness – Michelle Ford [mford@courtenay.ca](mailto:mford@courtenay.ca)  
Youth Services – Alexis Forbes [aforbes@courtenay.ca](mailto:aforbes@courtenay.ca)  
Arts & Leisure and – Michelle Ford [mford@courtenay.ca](mailto:mford@courtenay.ca)  
Adapted Programs – Zach Andres [zandres@courtenay.ca](mailto:zandres@courtenay.ca)