

## Event Proposal

Events in the Seward Co-op Classroom should reflect the interests of the co-op and our diverse member community. Generally, classes should be fun and focused in the areas of natural foods, nutrition, sustainable agriculture and cooperative education. **You will be notified in a timely manner when and if your event proposal is accepted.**

To be advertised in all available newsletters, proposals for future events must be submitted at least **eight** weeks prior to the event date.

Name \_\_\_\_\_ Phone (Day & Evening) \_\_\_\_\_

Address \_\_\_\_\_

Title of proposed event \_\_\_\_\_  
(Please enclose a brochure or other supporting documents)

Date & time requested for event \_\_\_\_\_

Amount of extra time needed for set-up & clean-up \_\_\_\_\_

Is this a class or a series of classes? \_\_\_\_\_

Event format \_\_\_\_\_  
(demonstration, lecture, hands-on, multimedia, etc.)

Event description (print ready)

Instructor's experience and credentials

Have you facilitated this class before? Please state where and when the most recent event occurred

References we may contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_

What would you charge for this class \_\_\_\_\_

Maximum number of participants \_\_\_\_\_ Minimum number of participants \_\_\_\_\_

Equipment needed (A/V equipment, internet, computer, cooking supplies, cooking appliances, etc.)

**Thanks for your interest!**

We'll get back to you promptly after considering your proposal.

For more information contact:

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