

Presentation/Workshop Proposal Form

Today's Date _____

(Must fill out ALL information)

Title: _____ Content: _____

Name _____	Organization _____
Address _____	Address _____
City _____ Zip _____	City _____ Zip _____
Home Phone _____	Phone _____
Cell Phone _____	Email _____
Email _____	Website _____

Thank you for your interest in providing a seminar or workshop at Goebel Adult Community Center. Our goal is to offer a wide variety of quality programs to the senior adult population. We receive a large number of requests and while we do our best to work with outside providers, not all requests can be accommodated. Additionally we are a governmental agency and cannot show endorsement or favoritism to any particular business or service. We are responsible to the community as a whole to provide non biased information. If approved, please:

- Any outside advertising must be approved by Goebel Staff before distribution
- No collecting names and phone numbers
- Information is to be given in an instructional, informative teaching style.
- Presentations may require \$100 presenter fee to cover advertising, setup, breakdown, and facility costs.
(Non-profit Organizations may qualify for a fee waiver, upon supervisors approval).
- Supervisor will contact you about proposal (allow up to 4 weeks).

Program Information

Program length: _____ Set-up time: _____ Break-down time: _____

Preferred day/time: _____

Amenities needed (circle): white board/special set-up/other: _____

Brief Program Summary

Please provide the following:

1. Two references of facilities where you have conducted a workshop or seminar so we may contact them
2. Attach a syllabus, handouts, any flyers, etc. relating to your proposed class.

NOTE: Failure to supply the above may be cause for denial of proposal.



Goebel Adult Community Center
1385 E. Janss Road, Thousand Oaks, CA 91362
For more information call: (805) 381-2744
or email us at: gacc@crpd.org

OFFICE USE ONLY:

Date of receipt _____

Final Determination _____

Reason/
notes _____

Date of Completion _____



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