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.