



**General Information**

Instructor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Class Proposal Information**

**What is the name and a brief description of the class or activity you are proposing?**

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**What is age range of the class or activity you are proposing?** \_\_\_\_\_

**What are the objectives, skills, or techniques taught in your proposed class or activity?**

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**Have you taught this class or activity before? If so please describe who attended, where the class was held, and what the fee structure was.**

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**What materials and/or type of facility is needed for the proposed class or activity?**

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Please print your completed proposal along with any supporting documents you see fit and send to Parks and Recreation Department, 2598 West Main Street, Sun Prairie, WI 53590 or scan and email to [rec@cityofsunprairie.com](mailto:rec@cityofsunprairie.com).