



Salt Lake County Aging & Adult Services Presentation Proposal Form

Presentation/Class Title								
TOPIC CATEGORY								
Access to Resources Fitness & Exercise		Health & Wellness Recreation, Art & Music			Education Volunteerism			
What current recruitment topic does this proposal meet?								
PRESENTER CONTACT INFORMATION								
Name					Date of Application			
Phone		Email Address						
Address								
<i>If not affiliated with a business/organization</i>		City			State		Zip	
BUSINESS OR ORGANIZATION INFORMATION <i>(if applicable)</i>								
Business/Organization Name								
Type of Organization		For Profit		Non-Profit		Government		
Business License Number								
Business Address								
		City			State		Zip	
Business Website								
BUSINESS OPERATING INFORMATION <i>(if applicable)</i>								
Certificates and Licenses								
INSTRUCTOR INFORMATION <i>(Please Attach Resume)</i>								
Experience in proposed class								
Other related skills and/or education								
REFERENCES								
Name/Relationship					Phone			
Name/Relationship					Phone			
Name/Relationship					Phone			

PRESENTATION/CLASS INFORMATION						
Instructor Name						
Class Objective/Outcome						
Class Description <i>Provide detailed explanation of class. Class materials should also be submitted with proposal application. Class description and materials are heavily rated in the scoring process.</i>						
Desired Senior Center	All Centers	Specific Center:			Other:	
Would you be willing to offer this presentation/class at other Salt Lake County Senior Centers?				Yes	No	
Proposed Material Fee	\$					
<i>Material fees are collected by Center. Presenter/Instructor will submit an invoice after the class has been conducted for payment of material fees.</i>						
List items included with material fee						
List any items presenter will supply for class						
List any items center will need to provide						
Number of Participants	Maximum			Minimum		
FACILITY & SCHEDULING NEEDS						
Classroom		Craft Room		Dining Room		Other:
Days Available	M	T	W	Th	F	Sat
Preferred Days	M	T	W	Th	F	Sat
Preferred Time	Morning		Afternoon	Any	Specific Time	
Class Length	minutes	Time required for:		Set up	Clean up	
Class Frequency	One Time	Weekly	Monthly	Other:		
When are you available to begin?						

- Submit completed proposal, as well as presentation material and/or course syllabus, to SeniorCenters@slco.org. Presentation materials and/or course syllabus will be used as part of the scoring criteria.
- Presentation proposals may only be submitted when a current request for the presentation topic is posted.
- Proposals will be opened and reviewed in accordance to the date indicated on the request for proposal posting.