



Course/Event Proposal Form

This form is designed to assist in the planning of proposed Courses or Events. Submission of this form is not a requirement for a Course or Event to be included in the U3A Program; however all the Leader and Course/Event details requested need to be supplied before a Course or Event can be advertised to members. You can use this form to supply this information to us if you wish.

Leader details:

Form with fields: Name, Preferred contact, Other contact details, Alternative Leader, Contact.

Course/Event details:

Note that all details are subject to confirmation based on overall programming considerations and may be edited before publication. Where possible any changes will be discussed with the Leader prior to finalising the Program.

Form with fields: Course/Event title, Start day and date, Times, Venue, Cost to attend, Max. number of students, Materials required, Course/Event Description, Courses only Frequency, Duration.

Budget: (not for publication)

All costs should be worked out "per person per session" except where there is to be a once-only charge for consumables etc. Where there is a fixed cost for an item that is to be shared by the group rather than attributable to an individual (e.g. transport, subscriptions) then we suggest that its cost be divided by 50% of the maximum number of students you expect to enrol to arrive at a "per person" charge.

Form with fields: Venue, Refreshments, Transport, Consumables, Other.