

Program Planning Sheet

Preschool: _____ Children: _____ Youth: _____ Adult: _____ Senior: _____ Workshop _____

Name of Program: _____ Min. #: _____ Max. #: _____

Description of Program for advertising: (max. 256 characters)

Season: _____

Start Date: _____

End Date: _____

Holiday dates/no class: _____

Number of classes: _____

Time: _____ Room #: _____ Fee for course: _____ Wage: _____

Supplies or equipment needed:

Instructor Name: _____

Phone #: (H) _____ (W) _____

E-mail: _____ Address: _____

Instructor Bio and Qualifications:
