

**City of Eagle Parks, Pathways, & Recreation**  
**Recreation Program Proposal Form**

Submission Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

**Name of Program/Event:** \_\_\_\_\_

Staff in Charge: \_\_\_\_\_

Is there a co-presenter?  If yes, please list: \_\_\_\_\_

Description of Program/Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goals of Program/Event:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Dates/Timing**

Frequency of Program/Event: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Location**

Location: \_\_\_\_\_

If not a City facility, to whom does the facility belong? \_\_\_\_\_

Facility contact information (name, phone #, email): \_\_\_\_\_

\_\_\_\_\_

List any special site or set-up requirements that would need to be addressed prior to the Program/Event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Participant Information**

Is this program intended for a specific age group?  If yes, minimum age? \_\_\_\_\_ maximum age? \_\_\_\_\_

Minimum # of participants required to break even? \_\_\_\_\_ Maximum number of participants accepted? \_\_\_\_\_

**Proposed Fees and Budgetary Information**

Proposed Fee \$ \_\_\_\_\_ per \_\_\_\_\_ If other, please describe: \_\_\_\_\_

Is there a non-resident fee?  If yes, list amount: \$ \_\_\_\_\_

Are there registration dates/deadlines?  If yes, describe: \_\_\_\_\_

List all sponsorships, donations, discounts, etc. that would be associated with this Program/Event. List if sponsorships are secured or only proposed. \_\_\_\_\_

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*\*Attach your itemized budget/expenditure sheet. Include projected revenue, line item expenditures, overhead percentage/expense and estimated staff time.*

**Marketing/Advertising (For City of Eagle Staff)**

Are there similar programs being offered elsewhere in the community? \_\_\_\_\_

If yes, describe the similar program including its date and organizer: \_\_\_\_\_

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What touches do you plan to use to advertise? (mark all that apply)

- • Flyers (Distributed to: \_\_\_\_\_)
- • Radio (List: \_\_\_\_\_)
- • Newspaper Ads (List which papers: \_\_\_\_\_)
- • Submitted Article (Sent to: \_\_\_\_\_)
- • Online (List websites: \_\_\_\_\_)
- • Social Media (List: \_\_\_\_\_)
- • Other (Describe: \_\_\_\_\_)

*\*Attach any proposed ads intended for use to market your event.*

What is your timeline for distribution of the above marketing materials?

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**Instruction/Needs of Participants**

Note any information that would be useful to the participants. Take into consideration factors such as weather (cold, hot, wet), time of day, specific supplies or equipment needed, certifications, background checks, etc.

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**Entertainment/Vendors (If Applicable)**

List and describe all entertainment/vendors. Certificate of Insurance naming the City of Lewiston additionally insured is required. Food vendors are required to be Central District Health permitted. Note if requirements are met, pending, or not applicable.

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**Contract Agreements (For City of Eagle Staff)**

List/Attach any contracts or agreements, proposed or approved.

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**Supplies and Equipment**

List supplies needed (trophies, uniforms, balls, arts and crafts, food/snacks, etc.)

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List equipment needed for the event (sound system, tables/chairs, stage, etc.)

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*\*Note if items are borrowed, who they belong to, and how they will be picked up and returned.*

**Staffing and Volunteers (For City of Eagle Staff)**

Who will be working the program/event and what will be the duties assigned? Note specific times, staff, and/or volunteers. \_\_\_\_\_

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**Back-up Plan (If Applicable)**

List alternative plans for the program/event. Consideration should be given to all aspects of the program from facilities (fields, lighting issues, rooms), staffing, weather, and other emergency situations. List any backup facilities, contacts, alternate phone numbers, and contingency plans.

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*\*Attach any other information required for this program/event such as registration forms, sign-up sheets, etc...*