Recreation Program Proposal Guide & Checklist

Updated: February 9, 2016

PARKS & RECREATION
CITY OF HAGERSTOWN

Date Received: _____
City Staff initials: _____

Title of Program: _____
Name of Instructor: _____ Phone: _____ Email: _____

This checklist is a guide to aide in writing a recreation program proposal. All items must be satisfied for program to be considered eligible for launch.

- **Submit** in writing a program proposal **more than 6-weeks** before the preferred start date.
- **Complete** this sheet and attach with written recreation program proposal.
- **Answer** all questions as specifically and concisely as possible.
- Upon Program approval, a Recreation Services Agreement will be issued detailing financial sharing.

I. Season: In which season (and year) will this program be executed?

- **Spring / Summer: April 1- September 30** (*Deadline: February 1**)
- **Fall / Winter: October 1 – March 31** (*Deadline: August 1**)

**Please note: Parks & Rec puts out two seasonal print publications per year. To be featured in print Recreation Programs Guide booklet, program must receive approval prior to seasonal print deadlines.*

II. Location:

- Identify the preferred site/ facility, and identify a possible back-up location, and whether the program can be held indoors, outdoors, or both.
- Can weather conditions effect this program schedule?
  If yes, include a Conditional Weather Plan- identify "rain dates," and/or back-up location.

III. Schedule:

How many weeks will your program run? *(Typical programs last 6-8 weeks)*_____
How many days a week? _____
Which days of the week? –Mon -Tues -Wed -Th -Fr -Sa -Su
Which time of day? Start:_____ End:_____ duration of class: _____
Preferred Start Date: _____
Rain date (if needed): _____

IV. Staff: *First-time instructors must complete a "New Vendor App." The City of Hagerstown does perform background checks on all new instructors in the interest of public safety.*

- Identify primary instructor(s) and list credentials.
- Provide contact information (email/phone) for primary instructor(s)/ program contacts.
- Define all circumstantial needs for additional staffing.

V. Budget: *If you do not know an exact price point, give a range in dollar amount.*

Identify Cost to customer: _____
Detail operating costs: _____
Minimum level of registration: _____; Maximum level of registration: _____

VI. Unique Details:

- Detail age specifications and/or qualifications or abilities for program customer (i.e. minimum age).
- Do you carry insurance coverage?
- Would you be able to provide a certificate of liability insurance indemnifying you and the City of Hagerstown of all liability on the date, time, and location proposed in this plan?

VII. Promotional/ Marketing: *In addition to Parks & Recreation department's program promotion efforts,*

- Are you able to provide a flyer to promote this program?

VIII. Program Description:

- Summarize the program in 2-3 sentences, maximum.
- List any additional details important to the success of the program.