



### Activity Proposal template

Activity name/Idea	
Convenor (or proposer) Contact Details	
Assistant Convenor , Contact Details	
Outline of content	
Number of sessions or ongoing	
Preferred Day  Preferred start and finish times	
Alternative day if possible  Alternative start and finish times if possible	
Start date Finish date	
Any dates in the range not included, such as public or school holidays?	Please advise.
Venue, equipment and other requirements	
Number of participants	<b>Minimum:</b> <b>Maximum:</b>  + Convenor
Materials and related costs, if applicable	
Convenor's expertise/qualifications/ interest/background as applicable	
Other information	
Date of proposal	