



Program Proposal Form

Office Use Only	
Received Date	_____
Meeting	_____
Vendor Packet	_____
Liability Insurance	_____
Background Checks	_____

Program Guide	Months Covered	Proposal Deadline
2019 - 2020 Winter Program Guide	December - March	Tuesday, September 3, 2019
2020 Spring/Summer Program Guide	April - August	Friday, December 13, 2019
2020 Fall Program Guide	September - November	Friday, April 17, 2020

Program Name: _____ Date: _____

Company Name: _____

Contact Name: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

On Site Instructors Name(s): _____

Facility/Location: _____

Age/Grade/Gender Requirements: _____

Program Dates: _____

Meeting Day(s): _____

Starting Time: _____

Ending Time: _____

Classes per Session: _____

Minimum # of Participants: _____

Maximum # of Participants: _____

Instructor Fee* _____ *Please select one: Per Student / Per Class / Other:* _____

*All fees are negotiable. The fee listed should be the amount to be invoiced, not the final customer fee. If the proposed instructor's fee is on a per student basis, the City of Pickerington will receive a minimum of 15% per student and all non-resident fee markups.

Brief Course Description (This should sell the program and include any special instructions/equipment needed, etc.).

PLEASE NOTE

- This is not the Program Final Agreement. Programs are not approved until Program Final Agreement has been signed by both parties. Meeting(s) may be requested prior to approval of Program Final Agreement.
- Instructor must have completed and/or updated Vendor Information Packets on file with the City of Pickerington prior to the Final Agreement being signed.
- All instructors must have a Certificate of Liability Insurance on file naming the City of Pickerington as additionally insured at the instructor's/company's expense no later than four weeks prior to the start of the program. The policy must be a minimum of \$1 million each occurrence and \$2 million general aggregate.
- All instructors on site of program must have a valid background check on file with the City of Pickerington. If program is adult only, the BCI background check needs completed. If working with minors, the BCI and FBI background checks need completed.