

**SUN CITY COMMUNITY ASSOCIATION OF HUNTLEY, INC.  
2019 PROGRAM PROPOSAL**

If you are interested in hosting a program (class, seminar, workshop, etc.), please complete the following and return as an attachment to [Melissa.Hornick@fsresidential.com](mailto:Melissa.Hornick@fsresidential.com). Once received, the Lifestyle Manager will contact you to discuss how we will proceed. Thank you for your interest in our community.

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

TITLE AND DESCRIPTION OF OFFERINGS: Include length of program(s), description for newsletter, handouts given, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MIN./MAX. PARTICIPANTS:

\_\_\_\_\_

FEES: Flat fee? \_\_\_ Per hour? \_\_\_ Per person? \_\_\_

AVAILABILITY: *Example: Tues. & Thur., 12-4:00 p.m.*

\_\_\_\_\_

TYPE OF SET UP: *Example: Tables & chairs or Theater style or empty room, etc.*

\_\_\_\_\_

SET UP TIME NEEDED: How much time will you need to set up before participants arrive?

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WILL YOU OFFER FOOD & BEVERAGE? Yes \_\_\_ No \_\_\_

OTHER:

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