



Sharing learning in the Clarence community

CRU3A - NEW GROUP CLASS PROPOSAL DETAILS

TOPIC / TITLE: _____
 (Try to think of a catchy title to gain interest in your topic)

TYPE OF ACTIVITY: _____
 (Talk/Forum/ Course/ Social event etc)

BRIEF DESCRIPTION OR SUMMARY FOR USE IN PROMOTION:

Tutor / Facilitator / Leader:	
Contact for enrolling:	
Phone Number.	
Max. number of participants anticipated:	
Number of sessions:	
Length of Session	
Proposed Date/Day:	
Proposed time(s) AM/PM	
Preferred venue (if known):	

VENUE REQUIREMENTS:

Chairs: Tables: Tea making: White Board: Blackboard:
 Audio: Video: Data Projector with Lap Top:

List other Requirements:

Would you like help in preparing your presentation?: Yes: No:
