

La Casa de Maria Program Proposal

Section 1: Presenter Information

Presenter Name _____

Co-Presenter Name(s) [if applicable] _____

Complete Mailing Address _____

City

State

Zip

Phone # _____ E-mail _____

Alt. Phone # _____ Fax # _____

Website(s) _____

IMPORTANT: Please provide the following information: I am a U.S. citizen Yes No

If no, I am a citizen of [what country] _____ Type of U.S. Visa _____

Work authorization in the United States Yes No

If yes, what type of work authorization do you have? _____

Resume/curriculum vitae: You must attach a resume or curriculum vitae to this proposal form. In addition, you are welcome to include any supporting materials (such as brochures, flyers, CDs, DVDs, and books). Please note that proposals *will NOT be considered* without a resume or curriculum vitae attached. Use the space below to provide a list of the materials you are including along with your completed proposal form.

A biography of 40 words or less (not including your name and website) for each proposed teacher of your workshop.

Section 2: Proposed Program Description

Working title (70 characters or less) _____

Possible alternate title _____

Preferred program format: Weekend (usually two days)
 One-day program - Mid-week, Weekend, Either
 Midweek (2-5 days)
 Other format (please describe) - _____

Projected Attendance _____ Please provide the basis for this projection by describing the history of your workshop, including where it has been held, when it has run, how many people attended, and what the duration of the program was.

Maximum (if applicable) _____

Note: La Casa de Maria will usually run a program even if fewer than 10 participants are enrolled. It is La Casa's right to cancel programs, not the presenter's, and low enrollment will not nullify any teaching agreement. If there is a maximum, please describe why.

Program Description: Briefly describe this program in 175 words or less. Even if you include supporting materials, please give a concise overview in the space below. **Please include what people can expect to experience during the workshop, including class structure and explanations of any specialized terms or practices.**

Main Activities: Please describe briefly the experiential components of your program. What activities will your participants be doing during your program?

Please provide a rough daily outline of your program:

Program Experience: Please rate the following activities as a percentage of the entire program experience. If multiple activities occur simultaneously (such as loud drumming during dance), note that your cumulative percentage may be greater than 100%.

____% Lecture/Discussion	____% Movement	____% _____
____% Quiet/Meditative	____% Writing/Journaling	____% _____
____% Soft Music	____% Small Group Interactions	____% _____
____% Loud Music or Drumming		

Continuing Education Credits/Units:

Has this program ever qualified for CECs/CEUs? Yes No

Under what certification? (e.g., MFT, LCSW)

Do you expect this program to qualify for CECs/CEUs at La Casa? Yes No

Are you prepared to develop the learning objectives needed for your program to meet the requirements for MFT or LCSW CEU certification? Yes No

Prior History with La Casa:

Have you ever been to La Casa de Maria? Yes No If yes, what brought you here?

Have you taught at La Casa de Maria in the past? Yes No If yes, please give a brief account of the program(s), including the dates.

Marketing:

Presenters are responsible as partners in promotion to ensure the success of their program. Although La Casa de Maria will promote your program through our newsletter, website and emails, presenters must demonstrate their capacity to market their own work. Put a check next to the methods of marketing you currently employ, fill in the blanks with numbers, and provide any additional methods of advertising you plan to use to promote your program:

- Email Mailing List
- Number of recipients ____
 - Frequency ____
 - Est. % in southern California ____
- Snail Mailing List
- Number of recipients ____
 - Frequency ____
 - Est. % in southern California ____
- Website
- Number of hits per month ____
- Newsletter
- Number of recipients ____
 - Frequency ____
 - Est. % in southern California ____
- E-Blast
- Frequency ____
- Facebook
- Number of Likes/Friends ____
- Twitter
- Number of Followers ____
- Video Clips (from YouTube or your website)
- Links:

In addition to the methods listed above, what networks are you affiliated with that you can advertise through? Do you have connections with California networks? Please be specific and describe your affiliations in detail.

Section 3: Proposed Program Production Requirements

Daily Program Schedule: Most of the programs at La Casa de maria follow the same standard schedule (as shown below). If you propose using a different schedule for your program, please describe (in detail) how you would like your sessions to deviate from the standard schedule.

Standard La Casa Schedule	
OPENING NIGHT	1.5 – 2 hours (7:30 pm – 9:00 pm or 9:30pm)
Quiet Hours	10:00 pm–5:30 am
Breakfast	8:00 am (can be adjusted slightly; can also do an early am session)
Morning Session	3 hours (usual start is 9:00 am)
Lunch	Noon (can be adjusted slightly)
Afternoon Session	3 hours (start between 1:15 and 1:45)
Dinner	6:00 pm (can be adjusted slightly)
Evening Session	1.5 – 2 hours (7:30 pm – 9:00 pm or 9:30 pm)
Breakfast	8:00 am (can be adjusted slightly; can also do an early am session)
Final Morning Session	3 hours (start 9:00 or 9:30)
Lunch	Noon (can be adjusted slightly)
Departure	1:00

- I will follow the standard La Casa schedule.
- I prefer to follow a different schedule.
 - Extended evening session(s)
 - Which days? Please list all: _____
 - What times would you prefer? _____
 - Extended or early morning session hours
 - Which days? Please list all: _____
 - What times would you prefer? _____
 - Extended afternoon session hours
 - Which days? Please list all: _____
 - What times would you prefer? _____

- Other unusual scheduling issues (e.g., additional days, etc.)
- _____
- _____
- _____

Floor Preference: Please indicate if you have a specific floor preference for your program room. Note that we cannot guarantee your request, but that we will make every effort to accommodate your preference.

- Carpet
- Wood
- No Preference

Special Production Needs: Please let us know about the special production aspects of your program.

Equipment needs (e.g., A/V requirements [projection screens, computers, etc.], other, etc.) _____

Specialized program setup (e.g., water access for art classes) _____

Other (fire pit, labyrinth access, etc.) _____

Special Program Supply Needs: Please let us know if there are any additional supplies you will need for your program and how much you expect the costs will be per program participant (e.g., \$5 per person for oil pastels) or whether you will be covering these expenses out of your program stipend.

\$ _____ for _____

\$ _____ for _____