



Tutor/ Group Leader/ Guest Speaker Proposal

* This information will be published in the Program. Please keep it brief and informative.				
* Tutor Name				
* Course Name				
* Course Description, Content 3 - 4 sentences				
* Tutor Profile 2 - 3 sentences max A head and shoulders photo for the website would also be appreciated (Not necessary for guest speakers)				
* Student requirements eg course materials, flat shoes. Any charge?				
* Additional Information				
* Class size Minimum/maximum				
* Length of Session Please specify: 1 hour, 90 minutes, 2 hours, all day etc.				
Tutor/venue requirements eg. audio visual, kitchen facilities, whiteboard				
Contact Not for publication # U3A member no.....	Phone	email		
The following information generally refers to ongoing courses. Guest speakers may ignore the rest of this form if time and day has already been confirmed.				
Frequency eg one off, weekly, fortnightly once a month				
Preferred Day/Times Please give 3 options in order of preference. Eg Early morning, mid morning, afternoon, 9-11.00am etc It will help to specify what times you are definitely not available	Tuesday	Wednesday	Thursday	Friday
Term/s	Term 1	Term 2	Term 3	Term 4
Number of sessions (if not a full term)				

Tutors/Group Leaders only need to be financial members of U3A if they wish to enrol in other courses for their own learning.
Please return completed form via email to admin@u3ainnernorth.org.au

Tutor/ Group Leader/ Guest Speaker Proposal EXAMPLE

* This information will be published in the Program. Please keep it brief and informative.					
* Tutor Name		JOHN SMITH			
* Course Name		Beatles to Bob Dylan - Ukelele - Beginners Group			
* Course Description/Content (3 - 4 sentences)		Strum along with others whilst learning to play the ukulele in a supportive and friendly environment. Using an easy 2,3 and 4 chord method, John will teach an array of well loved songs. Beginners only.			
* Tutor Profile (2 - 3 sentences max) A head and shoulders photo for the website would also be appreciated (Not necessary for guest speakers)		John has been playing the ukulele for 5 years. He is a member of the local Ukulele group and performs at Seniors functions around Adelaide. He likes to strum around the house much to the amusement of his cats!			
* Student requirements eg course materials, flat shoes. Any charge?		Please bring own ukulele. Can be purchased from local music stores for approx.. \$20. \$2.00 cost per term to cover printing of music paid directly to the tutor			
* Additional Information		Beginners are welcome at the beginning of Term 1 and Term 3 only. For those who can already play, acceptance into the course during the year, will be at the discretion of the group leader. Will be absent from 14th – 28th April.			
* Class size Minimum/maximum		Minimum 4, maximum 10 participants			
* Length of Session Please specify: 1 hour, 90 minutes, 2 hours, all day etc.		2 hours			
Tutor/venue requirements eg. audio visual, kitchen facilities, white-board		TV and computer; CD player, Quiet room in which to play and listen			
Contact (not for publication) # U3A member no.....		Phone 1234 777 777		email john.smith@gmail.com	
The following information generally refers to ongoing courses. Guest speakers may ignore the rest of this form if time and day has already been confirmed.					
Frequency eg one off, weekly, fortnightly once a month		Fortnightly in terms one and two			
Preferred Day/Times Please give 3 options in order of preference. Eg Early morning, mid morning, afternoon, 9-11.00am etc It will help to specify what times you are definitely not available		Tuesday N/A	Wednesday 1st pref 9-11.00 2nd 11.00-1.00	Thursday 3. Afternoon	Friday N/A after 1.00pm
Term/s		Term 1 ✓	Term 2 ✓	Term 3 No	Term 4 No
Number of sessions (if not a full term)		N/A			