**Lifelong Learners of the Central Coast**

**Course Proposal**

**Please complete this course proposal form, then save it with the file name "LLCC Course Proposal\_(title of your course)" and email it as an attachment to Gail Hill at** [**gailhill@charter.net**](file:///C:\Users\Windows\Documents\Lifelong%20Learning\Course%20Proposals\gailhill@charter.net)**.**

***Please Note:* All LLCC instructors and facilitators are volunteers and are not compensated for delivering LLCC offerings.**

**INSTRUCTOR INFORMATION**

**Name:**

**Phone: E-mail:**

**Address:**

**PROPOSAL INFORMATION**

**Proposed Title:**

**Short Description: (up to 200 words). Your description will be used as a basis for its description on the website, the blog and on the course registration site, but may need to be edited. We will contact you during that process.**

**Suggested Prerequisites, Materials or Texts for Participants, if any:**

**Instructor Biography:** - Please include a short biographical summary for each instructor. You may note educational/professional background; interest in, knowledge of, and experience in the subject. (up to 100 words)

**Number of Sessions: Length of Session(s):**

**Class Size (Minimum and Maximum number of participants):**

**Preferred Location:**

**You may specify a town (i.e. San Luis Obispo), general area (North County), and venue (if known). We will try to accommodate your wish.**

**Preferred Month(s), Day(s) of the week, Date(s) and Time:**

***Please allow at least 2 months from the date you submit your proposal.***

**Venues may require up to a two-month notice period for their scheduling purposes.**

**Presentation Equipment Needs: *(Please [X] all that apply.)***

**1. What will your presentation consist of? Please [X] all that apply:**

**[ ] Lecture [ ] Handouts**

**[ ] PowerPoint [ ] Photo slide show**

**[ ] Video on VHS tape [ ] Video on DVD**

**[ ] Audio [ ] Other - Please explain:**

**2. Will you need to connect a laptop computer to a projector? [ ] Yes [ ] No**

**If 'Yes', you must bring your own computer. Is it**

**[ ] PC? [ ] Mac? If Mac, you must bring your video adapter.**

**3. Will you need to connect to the Internet?**

**[ ] Yes [ ] No**

4. Will you need to connec**t a DVD player or VCR to a projector? [ ] Yes [ ] No**

**4. Does your presentation contain audio? [ ] Yes [ ] No**

**If 'Yes', will you need speakers? [ ] Yes [ ] No**

**5. Do you need additional equipment and/or support? [ ] Yes [ ] No**

**If 'Yes', please explain:**

**Would you be willing to present your course more than once? [ ] Yes [ ] No [ ] Maybe**

**Date you are submitting this proposal:**

**Name of your LLCC contact, if any:**

***Please Note: We can only work with proposals that are submitted electronically, on this form.***