



Main & Station  
 Parrsboro • Nova Scotia

## Main & Station Proposal Form

Please fill in as much of the form as possible and add in any information you consider relevant. Save the completed form and email it to [fun@hmsnonesuch.com](mailto:fun@hmsnonesuch.com).

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>						
<b>Contact details</b>							
Date form completed	Organisation or Affiliation						
Name	Department						
Address	Telephone						
	Fax						
Postal Code	Email						
<b>Event details</b>	Please provide as much detail about your seminar, workshop or conference as possible. If necessary, attach additional sheets.						
<b>Title</b>							
<b>Subject</b>  Provide a short overview of the subject area of your workshop, seminar or conference.							



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<p style="text-align: center;"><b>Description</b></p> <p>Provide a short description of the workshop, seminar or conference.</p>	
<p style="text-align: center;"><b>Objectives</b></p> <p>Provide a statement of the objectives of the workshop, seminar or conference.</p>	
<p style="text-align: center;"><b>Qualifications</b></p> <p>Provide a brief description of your qualifications to lead the workshop, seminar or conference.</p> <p>Please also attach your CV to the completed form.</p>	
<p style="text-align: center;"><b>Number of Participants</b></p> <p>Minimum and Maximum Number of Participants</p>	



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<p><b>Proposed Dates</b> Indicate the dates during which you propose to run this activity. It is recommended that you include at least three possible date spans.</p>	
<p><b>Time Structure</b> Indicate how the activity will be structured – include the days of the week as well as the start and end times; for example: Monday to Friday from 9am – 1pm.</p>	
<p><b>Participant Description</b> Please describe the ideal or target participant for this activity. Make specific mention of any skills or qualifications individuals must have in order to participate.</p>	
<p><b>Space Requirements</b> Please describe how much space you require and how you would ideally like it set up.</p>	



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<p style="text-align: center;"><b>Activity Fees</b></p> <p>*Not including material costs or taxes, what fee do you recommend to charge per participant?</p> <p>*PLEASE NOTE : The course fee split between instructors and Main &amp; Station is 50/50.</p>		<p style="text-align: center;"><b>Activity Fees</b></p> <p>*If you have offered this workshop or seminar before, what was the charge per participant?</p>	
<p style="text-align: center;"><b>Material Costs</b></p> <p>Please indicate if there are any purchasing costs associated with this activity and whether you prefer that either Main &amp; Station or the Instructor provide the materials or to ask that participants bring their own.</p>			
<p style="text-align: center;"><b>Other Requirements</b></p> <p>Please provide a detailed description of any other requirements, such as materials and equipment.</p>			



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## **Additional Information & Questions**

Please include any additional information you consider relevant as well as any questions you may have. If necessary, add additional sheets.

***Please retain a copy of the completed form for your own records.***