

Main & Station Nonesuch  
Parrsboro • Nova Scotia

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[hmsnonesuch.com](http://hmsnonesuch.com)

## MAIN & STATION NONESUCH 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) or mail it to Main & Station, PO Box 507, Nova Scotia, Canada, B0M 1S0.



<b>Contact details</b>	
Date form completed	Organisation or Affiliation
Name	Department
Address	Telephone
	Fax
Postal Code	Email
Please provide as much detail as you consider relevant. If necessary, attach additional sheets.	
(Check all that apply) <b>I am proposing</b>	<input type="checkbox"/> a workshop <input type="checkbox"/> a demonstration <input type="checkbox"/> a lecture or seminar <input type="checkbox"/> a communal art project <input type="checkbox"/> other
<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 general subject area of your workshop, seminar or conference or attach an additional file describing the project.	
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<b>Description</b>  Provide a short description of the workshop, seminar or conference.	
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<b>Objectives</b>  Provide a statement of the objectives of the workshop, seminar or conference.	
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<b>Qualifications</b>  Provide a brief description of your qualifications to lead the workshop, seminar or conference.  Please also attach your CV to the completed form.	
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<p><b>Number of Participants</b></p> <p>Minimum and Maximum Number of Participants</p>	
<p><b>Time Structure</b></p> <p>Indicate how the activity will ideally 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>Proposed Dates</b></p> <p>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>Participant Description</b></p> <p>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>Fees</b></p> <p>Do you wish to charge for this activity?</p>	

<p><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><b>Activity Fees</b></p> <p>*If you have offered this workshop or seminar before, what was the charge per participant?</p>	
<p><b>Materials</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><b>Other Requirements</b></p> <p>Please provide a detailed description of any other requirements, such as materials and equipment.</p>	
<p><b>Space Requirements</b></p> <p>Please describe how much space you require and how you would ideally like it set up.</p>	

## **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.***

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_