

Main & Station Nonesuch
Parrsboro • Nova Scotia

fun@hmsnonesuch.com
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 or mail it to Main & Station, PO Box 507, Nova Scotia, Canada, B0M 1S0.

*If you have trouble filling in this form, please type your information into a word or pages document and send as an attachment by email.

Contact details	
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) I am proposing	<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"/> a concert or other performance <input type="checkbox"/> other
Event details	Please provide as much detail about your happening as possible. If necessary, attach additional sheets.
Title	

<p>Subject</p> <p>Provide a short overview of the general subject area of your workshop, seminar, conference, happening, etc or attach an additional file or link describing the project.</p>	
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<p>Description</p> <p>Provide a short description of the workshop, seminar, conference, happening, et cetera</p>	
<p>Objectives</p> <p>Provide a statement of the objectives of the workshop, seminar, conference, happening, et cetera</p>	
<p>Qualifications</p> <p>Provide a brief description of your qualifications to organise and/or lead workshop, seminar, conference, happening, et cetera</p> <p>Please also attach your CV to the completed form.</p>	

<p>Space & Organization</p> <p>Identify or describe the appropriate space/venue for your event and how you would ideally like it set up.</p> <p>NOTE: If you are proposing to rent a space from Main & Station for your event, please also provide here or attach a separate sheet detailing how your event will be run; i.e. is it public or private, # of staff/ support people, # of hours or days (includes set-up and tear down), any support or materials required from Main & Station on top of the rental, and any other info you consider relevant.</p>	
<p>Number of Participants</p> <p>Minimum and Maximum Number of Participants</p>	
<p>Time Structure</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>Proposed Dates</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>Participant Description</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>Fees</p> <p>Do you wish to charge for this activity?</p>	
<p>Activity Fees</p> <p>*If you wish to charge a fee, 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 & Station is 50/50.</p>	
<p>Activity Fees</p> <p>*If you have offered this workshop or seminar before, what was the charge per participant?</p>	
<p>Materials</p> <p>If this is a participatory event, please indicate if there are any purchasing costs associated with participating and whether you prefer that either Main & Station or the Instructor provide the materials or to ask that participants bring their own.</p>	

Other Requirements

Please provide a detailed description of any other requirements, such as materials and equipment.

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 _____