



Program Proposal Form

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092

Submission of this Program Proposal holds no contractual service agreements. Once applications are received, Park & Recreation staff will review your proposal and will contact you if your vendor services are desired. The company must submit a completed vendor packet; including a W-9, signed letter of agreement, signed tax compliance certificate, and signed certificate of authorization to sign contracts, if vendor services are selected. All of the above, if chosen, must be submitted within two weeks of accepted proposal.

Company Name:		Owner:	
Address:		Phone:	
E-mail:			
Company Biography:			
Program Name:		Category (Preschool, Adult, etc.):	
Instructor Name:			
Instructor Background: If instructor is not known at the time of proposal submission and vendor services are chosen, you must notify park and recreation at least two weeks prior to the start of the program with instructor information.			
Program Description:			
Goals & Objectives (Bulleted):			
Program Specifics			
Your Cost per person:	Do you accept late signups?		
Do you prorate for late signups?	Is Financial Aid offered if inquired?		
Season:	Have you offered this program with us before?		
Dates:	Exclusion Dates (holidays, etc.):		
Times:	Days of Week:		



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Ages/Grades:	Location:
Min/Max:	Student/Teacher Ratio:
Is this an inclusion program?	
Do the participants need to bring anything?	
Facility/Equipment requirements (what do you need park and rec to provide):	
Please provide a picture of the program, to be displayed on our website. No clip art please.	

Park and Recreation adds on 30% to all vendor per person costs. This 30% is added to vendor per person price to cover the following expenses: marketing material, to include the brochure that is mailed out to all Sudbury residents, processing registrations, and field and facility maintenance. When listing cost per person, please just list your vendor price per person; the Park and Recreation Department will add the 30% based on what your per person cost is.

Please be sure to list all equipment and facility needs that you would like the Park and Recreation Department to supply for your program; for example, 2 tables, 8 chairs, 1 extension cord. This will allow the Park and Recreation Department to understand your needs and if they can be accommodated.

Vendor agrees to the above Park and Recreation fee structure, should this program be approved. Vendor agrees the above information is not an agreement and does not guarantee a program with Sudbury Park and Recreation Department. Vendor agrees to complete a Vendor Agreement Packet in its entirety, if this proposal is accepted, within two weeks of acceptance.

Vendor Signature: _____

Date: _____

Program Coordinator Signature: _____

Date: _____

Assistant Director Signature: _____

Date: _____

Recreation Director Signature: _____

Date: _____