

## The Center at Westwoods

590 Gay Street Westwood Massachusetts 02090 Tel 781.329.0711 Fax 781.329.0822

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### Westwoods Facilitator Program Proposal

“Our mission at Westwoods is to provide the tools and keys to empower people to heal spiritually, emotionally, and physically as they participate in our programs or simply walk upon this beautiful land. We hope those who come find community here and leave inspired with a renewed sense of purpose and desire to assist others.”

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Thank you for your interest in Westwoods. If you would like to propose a workshop, a class or an event that is in line with the mission of our center, please complete the following information:

Program Title:.....

Your Name: .....Date Submitted:.....

Presenter/ s Name/ s:.....

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Your Business Name:.....

Mailing Address:.....

City/ Town:.....Zip:.....

Phone:.....Fax:.....

Mobile:.....

Email Address:.....

URL Web Address:.....

USA Citizen: YES.....NO:.....Other (which country).....

Work Authorization to Work in the USA: YES.....NO:.....

Type of Visa:.....

Covered by insurance: YES.....NO:.....

Details of Insurance Coverage if

YES:.....  
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Workshop / Event / Class Title:.....  
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Duration / # of hours / # of Days:.....

Proposed times: (i.e. 9am – 5pm; 6.30pm – 9pm etc).....  
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If you are proposing a series, please give number of repetitions and proposed spacing /  
dates:  
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Please provide a brief overview of the Curriculum: (specify Hands-On experience; Group  
discussion; Writing; Drawing; Lectures; Multi-media presentations; Any combinations?)  
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What will Participants learn? (Subject content; particular methods; skills etc?)  
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Behavioral Objectives: (new skills; improved health; greater awareness; Deeper  
understanding of what?)  
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Equipment Requirements: (Multi-media; audio; flip charts; back-jacks; yoga mats: screens; stationery etc.)

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Assistance Requirements: (do you need help from Westwood assistants for registration, set-up or other logistics?)

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Marketing:

The Center at Westwoods will promote your program on our website, [www.centeratwestwoods.com](http://www.centeratwestwoods.com) and through our mailing lists. Presenters are also responsible as partners in promotion to ensure success of this program. In addition to the Center at Westwoods, how do you plan to promote the program and what further help might you need? E.g. website; email; database; flyers; newsletter etc?

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Have you had a program at The Center at Westwoods that has been cancelled?

YES:.....NO:.....

If YES, please let us know the reason / s for the cancellation?

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Thank you for your time in completing this proposal. Please include your current resume and review copies of your videos, CD's, or books if you have them. Also if you have any available promotional materials that you have used or use currently, please include these too. All such books, documents and tapes etc become the property of the Center at Westwoods and cannot be returned. You will be sent a receipt confirming our receipt of your proposal and we will contact you to discuss the content in view of hosting your program at Westwoods.

All proposals and accompanying materials should be sent to:  
The Center at Westwoods

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590 Gay Street, Westwood  
MA, 02090.