

Request to be a Programmer: Checklist

Use this checklist to prepare to submit a proposal for a program at Augusta Hills Learning, Recreation and Community Center. You will want to have the following items ready when you submit the electronic [Request to be a Programmer Application](#). If you need help submitting the form, someone at AHLRCC will assist you, but will still need the following details:

- Contact information (name, address, email, phone number, etc.)
- Instructor name(s) (if not the person applying)
- Program description (name of program, description)
- Proposed date(s) & time(s) (one time or repeating frequency and duration of each)
- Proposed participant fees*
- Capacity for program (based on supplies or space?)
- Participant registration forms/links (if applicable)
- Target audience for program (demographics)
- Supporting images to market the program (up to 3, if available)
- Programmer's website / social media links (if applicable)
- Instructions for participants (how to ask questions, if they need to bring their own supplies/equipment, how to dress, where to arrive, etc.)
- What your programmer fees to the AHLRCC will be (if applicable)
- Which space(s) you want to use for the program ([available spaces](#))**
- How many tables/chairs you need from AHLRCC (if applicable)
- A copy of your Certificate of Liability Insurance (if you have one)

*We recommend offering a discount to AHLRCC members.

**Rental fees, if applicable, will be discussed when AHLRCC follows up. Not all programs are subject to rental fees for use of space.

Terms and Conditions

You will be asked to digitally sign when you submit the program request form to indicate you understand and agree to:

- Allowing AHLRCC to use photos/images/graphics depicting you and the program in its marketing materials, subject to AHLRCC review to ensure copywrite laws are not violated.
- Negotiate associated programmer's fee, participation fees, and venue fees (as applicable).
- The information contained in this submission is "proposed", and not considered "accepted" until both parties reach an agreement. A separate signature may be required to firm up final details.



Start application