

New Activity/Course Expression of Interest Form

For Tutor to complete

Tutor Details	
Name <i>(please provide resume in a separate attachment)</i>	
Phone	
E-mail	
ACC Relationship	<input type="checkbox"/> Volunteer <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Sponsorship
Course Details	
Name:	
Target Group	
Course Summary (brief 2 sentences)	
Aims of Course	
Ongoing / Fixed Block / Workshop	
Length of sessions	
Day / times	
Proposed Dates	
Min / Max Numbers	
Specific Course Breakdown	
Week1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	

For Office to complete

Room Bookings		
ACC Room to allocate	Date/s	ACC Room
Duplication		
Similar Courses in the area		
Marketing Plan		
	To Do	By When
A4 Poster designed		
Flier designed		
Facebook post		
ACC wall space feature		
Course Guide		
Targeted e-mail		
Affiliate marketing		
Other		
Expenses		
Tutor Costs		
Room hire		
Resources required		
Income		
Course Fee		
Additional Memberships		
Grants		
References / Other Info		