



NON-PROFIT WORKSHOP - INSTRUCTOR APPLICATION FORM

Name:	
Organizational affiliation (if applicable; e.g. business name, non-profit name)	
Telephone #:	
Email address:	
Mailing address w/postal code	

Proposed workshop

Title:	
Brief description of workshop content:	
Target audience (if any; e.g. Treasurers, all Board members, Fundraising Chair, etc.)	
Duration (in hours):	
Maximum number of participants:*	

*The lower boardroom at City Hall fits 20 comfortably with table/writing space but there are an additional 20 chairs for the perimeter. Council Chambers fits approximately 40 people with table/writing space for approximately 12.



Brief description of your qualifications and/or experience for this topic, including any relevant involvement with non-profit organizations:		
List of materials required for this course:*		Nothing required
		Laptop computer
		Overhead projector w/screen
		Internet connection
		Whiteboard or flipchart
		Handout printed or photocopied in advance
	*It is strongly encouraged that participants receive a paper copy of the presentation, preferably at the start of the workshop.	
		Other:
Your fee (if any):		

Return completed applications to:

Special Events Coordinator

Email: eventscoordinator@yellowknife.ca

In person: City Hall

Fax #: 920-5668