



West Medford Community Center

REQUEST FOR PROGRAM PROPOSALS

The Board of Directors of the West Medford Community Center is seeking a limited number of program proposals for the Winter/Spring season of 2016. The West Medford Community Center will make program space available, at no charge, pending prior rental commitments and scheduling. The proposals will be considered in the order that they are submitted, assuming that all proposals are complete and meet the guidelines that are outlined below.

Proposal Guidelines

- ❖ Programs must meet a demonstrated community need.
- ❖ Program coordinators and participants must have WMCC memberships.
- ❖ Proposals must be submitted with a full description of programs including desired program dates and times along with a marketing plan.
- ❖ Program coordinators will be responsible for citywide marketing. Program marketing can be achieved in any number of ways including, but not limited to, traditional media, social media, or flyers.
- ❖ All programs must be offered free of charge to participants (a nominal fee for program supplies may be acceptable).

All proposals should be submitted to:

West Medford Community Center
111 Arlington Street
W. Medford, MA 02155
Attn: BOD/Program Proposals

or via email:

westmedfordcommunitycenter@gmail.com