# The Lifelong Learning Institute
At Waubonsee Community College

## Course/Guest Presentation Proposal Form

### Course

- [ ] Fall
- [ ] Spring
- [ ] Summer

**Year:**  
**Date submitted:**

**Title:**

### Facilitator/Organizer

- [ ] Facilitator  
- [ ] Organizer:  
- [ ] Co-facilitator:  

**Name:**

**Best phone to reach you:**

**Best email to reach you:**

### Scheduling Requests

**Site choices:**

1. **1st Choice**
2. **2nd Choice**
3. **3rd Choice**

**Number of weeks:**

**Day of Week & Time:** Indicate your choices by notating 1, 2, 3, and 4.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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**Number of participants:** Minimum ___ Maximum ___

### Support Services – Media Equipment & Others

- [ ] White Board  
- [ ] Flip Chart (paper & markers)  
- [ ] Projector Screen  
- [ ] VHS/DVD Player  
- [ ] Smart Room  
- [ ] Portable Microphone  
- [ ] Document Camera (ELMO)  
- [ ] Portable LCD Projector  
- [ ] Laptop Computer  
- [ ] Wi-Fi  
- [ ] Sink  
- [ ] Piano  
- [ ] Other: ___

### Support Services – Room Setup

- [ ] Banquet Style  
- [ ] Classroom  
- [ ] Other: ____  
- [ ] U-Shape Style  
- [ ] Conference Style  
- [ ] Auditorium Style  
- [ ] Hollow Square Style
# Course Details

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Facilitator(s)</th>
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</table>

Concise description of program for LLI catalog copy. Include Guest Presenter’s name/background in description if organizing a Guest Presentation. (Maximum 70 words)

Word Count _____

Maximum Attendees: _____

<table>
<thead>
<tr>
<th>Course Objective for LLI catalog copy: (Maximum 25 words)</th>
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</table>

Word Count _____

# Textbook

<table>
<thead>
<tr>
<th>Title:</th>
<th>Publisher:</th>
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<tbody>
<tr>
<td>Author:</td>
<td>ISBN:</td>
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</tbody>
</table>

- [ ] Required
- [ ] Optional

Edition Used by Facilitator

Submit proposal to LLI Coordinator:
Barb Jachna  
Waubonsee Community College  
Rt. 47 at Waubonsee Drive  
Sugar Grove, IL  60554  
bjachna@waubonsee.edu  
(630) 466-6804

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