



**Five Oaks Centre
Program Pitch Application**

Date of application: _____

If you have agreed to the “Five Oaks Value Affirmations” then you are ready to complete this form which is Step 1 of the Program Pitch application.

This is where you can explore and name how your idea connects to the mission statement of Five Oaks. This will help us know how best your idea can fit into Five Oaks program offerings and if the dates you want to offer the event work with what else Five Oaks has planned.

We don't want you to do more work than necessary at this stage until we have a chance to review and talk about your application with you. Please fill in these boxes with some basic information and our Partner/ Program Animator (PPA) will contact you to discuss it further.

Program Pitch Application

Leader Name: <i>Please fill out as the primary contact for this application</i>	
Email address:	
Phone numbers: mobile:	Other phone(s):
Street address:	
City/Province:	Postal Code:
Program Title:	
Ages for which your program is designed:	
Maximum # of participants:	Minimum # of participants: (you need to ensure that you are able to cover costs)

Program Description: (6-8 sentences about your program including who it is for and what your goals are. What are the learning outcomes for participants?). (300 word limit box for on-line application)

Dates and Deadlines:

When do you want to offer your program? What time do you want to start and end?
(note, allow a lead time of at least 5-6 months from when you submit your pitch).

Specific dates/days of the week/times you wish: (box)

How many days is your event, including start and ending time: (box)

Hours of the day if it is a one-day program: (box) *(priority given to residential programs)*

Marketing Plan: (In bullet points describe how you will market your program and recruit participants - social media, existing networks, contacts. Who is your target market? How will they find out about your program? Do you have primary access to potential participants, or are you relying on other agencies or organizations to circulate your information to their constituency? Also think about testimonials, video clips, photos that can be used as part of the marketing and promotion. (box with limit of 300)

See Five Oaks Program Categories on page 4 for further information about what advertising we can provide

Leadership: (One paragraph about your expertise/experience. Briefly name and describe other leadership for your program including experience. Identify connections to Five Oaks, if applicable.)
(box expandable to 200 words to accommodate extra leaders?)

Once you submit your application (signed values statement and this application), our staff will be in touch with you for the next steps. If your program pitch is accepted to go to the next steps, they are:

Step 2: Work through income and expenses for budget and financial plan (including possible grants) with Partner/Program Animator.

Step 3: Full package (budget, proposal, complete marketing plan, signed Duty of Care policy agreement) is presented to Vision Keeping Team. If approved, proceed to Step 4

Step 4: Put marketing and full planning/prep/registration phases into action.

Step 5: Do program and evaluate

Your program may be accepted under one of the following Program Categories. As part of your pitch, you can share with us where you think it might fit.

Category	Basic Description
Five Oaks Program	These are part of the core programming at Five Oaks. The purpose of these programs is to further the vision of being an interfaith/intercultural spiritual centre and may involve one or more of Five Oaks' Vision partners (United Church, Muslim Associations, Six Nations/Indigenous communities). As a core program, Five Oaks holds primary fiduciary responsibility for these programs, and will endeavour to support them by means of grants or program fees if the latter is feasible. Event is covered by Five Oaks' insurance. Five Oaks collaborates fully on planning the event with a volunteer team and the group/individual that pitched the program. Leadership is provided by the group pitching the program in collaboration with Five Oaks staff, and leader will receive remuneration.
Five Oaks Supported Program	Five Oaks provides registration, some administrative support and collaborates on planning and budgeting. This is for programs that directly align with our vision and values, where you would prefer to take on the majority of the event planning and facilitation. The event will be advertised publicly on our website and through our social media. The outside group or individuals (partner, organization, committee, region, association, company) hold the primary fiduciary responsibility and the deposits are paid by this group. Group provides their own insurance. Five Oaks charges an administrative fee as a small percentage of the event budget, in addition to facilities use fee.
Five Oaks Affiliated Program	Five Oaks provides registration services and puts provided advertising on our website and social media based on information you provide to us. Group plans and operates their own program, provides their own insurance and receives revenues, less deductions for billing surcharges and administrative fees.
Outside Program/Rental Group at Five Oaks	Five Oaks provides space and services based on the terms of the contract with the group or individual. Five Oaks does not provide registration or advertising and programs are self-directed and administered by the rental group or individuals. For large events, some groups use available on-line registration packages (such as Eventbrite or something similar). Links to Five Oaks website/directions can be added to your event page.