**Portuguese Association (Singapore)**



 **Event / Activity Proposal**

|  |  |
| --- | --- |
| 1. Name of Activity |   |
|  2. Target audience |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Children [ ]   | Age from |  | to |  |
| Adults [ ]  |  |  |  |  |
| Famílies [ ]  |  |  |  |  |

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|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. Minimum / maximum number of participants  | from |  | to |  |

  |
|  4. Will the activity be conducted in Portuguese? |

|  |  |
| --- | --- |
| No [ ]  |  |
| Yes [ ]   | Level of proficiency required |
|  | Basic [ ]   |
|  | Intermediate [ ]   |
|  | Advanced [ ]  |

 |
|  5. Description of the activity |   |
| 6. Suplies needed /Budget |  |

If it is a one-off activity, please go to number 8. If it is an activity that takes place over a period, please fill in number 7, and then fill in number 9.

|  |  |  |
| --- | --- | --- |
| 7. Activity that takes place over a period  | Regularity Weekly [ ] Monthly [ ]

|  |
| --- |
|  |

Other [ ]  Which one?  |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity start date  |  |  |  End date  |  |  |

  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Duration of each session  |  |  |  | hours |

 |
| Intended timetable

|  |  |  |
| --- | --- | --- |
| Day of week/ month /other:  |  |  |
|  |  |  |
| Time |  |  |

  |
| Where will the activity take place?

|  |
| --- |
|  |

 |
| 8. One-off activity  |

|  |  |  |
| --- | --- | --- |
| Intended date |  |  |

 |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start time  |  |  |  Finish time  |  |  |

  |
| Where will the activity be held?

|  |
| --- |
|  |

 |
| 9. Activity leaders |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  |  |  | Membership # |  |  |
|  |  |  |  |  |  |  |
| Name |  |  |  | Membership # |  |  |
|  |  |  |  |  |  |  |
| Name |  |  |  | Membership # |  |  |
|  |  |  |  |  |  |  |
| Name |  |  |  | Membership # |  |  |

  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10. Contact details |

|  |  |  |
| --- | --- | --- |
| Mobile phone |  |  |
|  |  |  |
| Email |  |  |

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