



REQUEST FOR PROPOSAL/PRACTITIONERS

Mission Statement: COESA is a lifelong learning, wellbeing and leadership center designed to inspire, connect and catalyze change in those who seek a healthier self and a positive impact on the world. COESA provides an inclusive, nurturing environment in the original therapeutic setting of the historic Saratoga Spa State Park.

Build Wellness + Change the World

COESA offers programming based on current trends including but not limited to the fields of:

Personal Well-being	Leadership	Meditation
Professional Wellness	Work-Life Balance	Emotional Intelligence
Creativity and Innovation	Conscious Movement	Mindfulness
	Sustainable Living	

As a wellness practitioner, you have the power to inspire change in individuals that transform our communities for the better.

We invite interested and experienced professionals with established credentials to submit proposals for programs that address one or more of the above categories.

* Email the completed form to wendy@coesa.org or mail to COESA, P.O. Box 33, Saratoga Springs, NY 12866. You can expect to hear back within 30 calendar days of application receipt. Please email wendy@coesa.org with any questions, or call 518-220-0027.

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Please include the following criteria in submitting your proposal:

Program or organization name _____

Primary contact name _____

Address _____

Phone number _____ **Email** _____

Website URL _____

Program title _____

Brief description of the program (to be used in marketing materials) _____

Length of workshop (# days or # hours) _____

Weekday or weekend _____

Outline of program (hourly) _____

Topic Category (more than one category may be checked)

☐ Personal Wellbeing

☐ Leadership

☐ Other _____

☐ Meditation

☐ Professional Wellness

☐ Work-Life Balance

☐ Emotional Intelligence

☐ Creativity and Innovation

☐ Conscious Movement

☐ Mindfulness

☐ Sustainable Living

Program outcome – i.e. Identify the skills, insights, or new understandings that participants can expect to learn _____

Do you plan on offering this for Continuing Education credits (check one)

No ___ Yes ___ # of Credits _____

Target Audience – i.e., professionals, lay people, beginners, experts, all levels _____

Ideal number of participants _____

Learning modalities – Identify how participants will learn the material to be presented. This may include group discussion, lecture, writing, drawing, movement or any combination of participant engagement. _____

Course materials – Identify any workbooks, handouts or other materials that will be included in the program. If there is a cost associated with preparations or reproduction of materials by Coesa, please specify budget and specifics. _____

Room setup/logistics – Include any requirements for audio-visual equipment and room setup _____

Bio – Provide teaching, training or workshop experience, length of time in your professional field, credentials and educational background, published writings or other work (with links, if possible), as well as any other relevant information related to your program. Feel free to use extra paper or attach your bio to the application if you need more space. _____

Following – Provide detailed information related to your methods of attracting program participants, including your prior experience, social media presence and following, anticipated participants you expect to attract to this program, and methods for your promotion of the program. _____

Additional information you would like to share _____

Thank you for your interest in working with COESA
and helping to Build Wellness + Change the World.

Coesa reserves the right to accept, reject or modify any proposals submitted. Submissions of information to this Request for Proposal will be reviewed by the Coesa selection committee. Coesa will communicate to all practitioners whose classes and work will be featured in our programming. Please submit updated information as your class offerings change.