



## COMMERCIAL OPERATIONS PROPOSAL CHECKLIST

The Squamish Paddling Club enters into annual Commercial Operations Contracts for the use of facilities and for marketing. In order for the Executive to draft a contract defining terms, a Commercial Operation needs to submit a proposal. Upon review of the proposal the executive may proceed with a contract or decide that the Commercial Operation is not a good fit for the club. The Contract will include a checklist of additional items required (i.e. certificates of insurance which have the District of Squamish and Squamish Paddling Club as named insured, etc).

A checklist of the minimum points to be covered in a proposal follows. Proposals should be no longer than 2 pages (1 page will suffice) and should be in succinct bullet points.

Proposal includes:

- Whether the Commercial operation is seeking non-exclusive use of club facilities and/or marketing on Club's website and social media feeds.
- Benefits to the club and its membership.
- How the proposal (or other work the Commercial Operation does) benefits the Squamish Paddling Community.
- How the proposal (or other work the Commercial Operation does) fits in with the Squamish Paddling Club's purpose.
- Certifications held by instructors (national, provincial or international certification bodies).
- Benefits to the Commercial Operation.