



# ACTIVITY REQUEST FORM

(page 1) Revised January 8, 2017

IS THIS EVENT OFFSITE?            Yes            No

**This form must be complete in order to be approved. Any questions? Contact Tricia. SUBMIT THIS FORM AND ALL INFORMATION REVISIONS TO TRICIA: [triciaunity@aol.com](mailto:triciaunity@aol.com)**

## INFORMATION NEEDED FOR EVENT APPROVAL, BUILDING USE, SCHEDULING

This information must be received by the 1<sup>st</sup> of the month, 2 months prior to event, or we can't guarantee that it will be listed on the website, or in the bulletin or calendar

### GENERAL INFORMATION

Contact Person (Activity Coordinator/Facilitator): \_\_\_\_\_

Best Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Host (if different from Facilitator): \_\_\_\_\_

Best Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name / Title of Activity: \_\_\_\_\_

Type of Activity (Class, Concert, Workshop, Other): \_\_\_\_\_

Open to the Public?    Yes    No            Open to Unity folks only?    Yes    No

### SINGLE ACTIVITY

Proposed Date: \_\_\_\_\_ Preferred Room: \_\_\_\_\_

Start & End Time of Activity \_\_\_\_\_

Starting / Ending Time of Building Use (include set up/clean up): \_\_\_\_\_

### RECURRING ACTIVITY

Proposed Start Date : \_\_\_\_\_ Preferred Room: \_\_\_\_\_

Proposed End Date: \_\_\_\_\_ Frequency (weekly, monthly): \_\_\_\_\_

Start & End Time of Activity \_\_\_\_\_

Starting / Ending Time of Building Use (include set up/clean up): \_\_\_\_\_

### BASIC DETAILS

Expected Attendance: \_\_\_\_\_ Cost to USCW: \_\_\_\_\_

What is the cost to Participants? \_\_\_\_\_

This cost is a (check one):    Suggested Love Offering            Requested Love Offering            Fee

Do participants need to purchase a book?    Yes    No

If yes, please add the book title and details for purchase \_\_\_\_\_

Do participants need to bring anything? (Personal Items / Refreshments) \_\_\_\_\_

Date of Activity Request Form Submission: \_\_\_\_\_

I have read and understood the Activity Planning Guidelines (check one):    Yes    No

ACTIVITY / EVENT HOST name: \_\_\_\_\_

I understand that by submitting this form, I agree that I am assuming responsibility for opening and closing the building, USCW equipment/resources and submitting accident / incident reports as needed.

## **INFORMATION NEEDED FOR EVENT PROMOTION**

**FOR USE IN BULLETIN, CALENDARS, EBLAST, FLYERS, FELLOWSHIP MONITOR (VIRTUAL BULLETIN BOARDS), PRESS RELEASES, SOCIAL MEDIA, WEBSITE**

**(Note: This information may be edited to conserve space)**

## **EVENT DESCRIPTION**

**Create a short paragraph that gives a brief description of the event.**

**Will there be: Activities? Reading? Lecture? Discussion? Fun? Transformation?**

**Please address these questions when creating your description:**

**What is the core of the activity?**

**What are the benefits to participating in this activity or event?**

**What can the participants expect to experience during this event?**

**What are the expectations for the participants?**

**If this is not enough space, please attach a separate page**

## **PRESENTER, FACILITATOR, INSTRUCTOR INFORMATION**

**Please include:**

**a personal head shot of the presenter**

**OR - a photo that represents the subject of the presentation/activity**

**and a short BIO that addresses the qualifications of the Presenter, Facilitator, Instructor**

## **ADDITIONAL MATERIALS NEEDED FOR EVENT PROMOTION**

**Additional materials may be submitted (DIRECTLY TO TRICIA) up to 4 weeks prior to the event.**

**Are there any additional materials attached now?      Yes      No**

**If yes - what additional materials are included (photos, brochures, etc) ?**

**SPECIAL NEEDS OR COMMENTS?**