

Welcome to the Activity Request Process (ARF)

Hello! Thank you for wanting to present an event at Unity Spiritual Center of Woodstock! I am so grateful that you wish to share your time, talent, and energy! I affirm that your venture is successful and rewarding and I am here to help support that.

To begin, it is important for you to understand the activity request process. Knowing this will help to create a smooth pathway to planning your event.

First, if you are wondering about space, time, accommodations or whether your activity is aligned with USCW goals, please talk with Marypatrice (847 997-2997). This could save you time and effort.

Second, when you are ready to begin the process, fill out the Activity Request Form (ARF) that comes after this information letter. Be sure to include a description that can be used, word for word, in any advertising that will be sent out on your event. When you finish, you will be able to submit your request online or print and give to Tricia. Please send a separate document with an electronic picture that you might like to use as your photo to Tricia at triciaunity@aol.com.

Next, your ARF will go to Tricia. She will put it in the calendar and forward the information to those for advertising. She or Marypatrice will contact you when it has been approved and forwarded. If there is any adjusting that needs to occur or if it does not meet with the criteria, Marypatrice will call, email and/or meet with you to discuss how to align it.

Any financial aspects to an activity may require additional time for approval. Please be aware that your event may need 2-4 weeks for approval and that you'll want to begin the process of submitting your ARF 60-90 days ahead of your start date to allow for adequate advertising time. We want to be sure everyone knows about you!

Please let me know if you have any questions. I look forward to seeing all that you are and are becoming. Let me know if I can support you in any way.

Sincerely,

**Marypatrice Raupp
USCW Spiritual Leader**