EVENTS PROPOSAL FORM

*for Unity attendees*

# EVENT COORDINATOR

Name

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email

# EVENT INFORMATION

Name of

Event: Day & time:

Dates Requested (Starting & Finishing dates) &

Type of event proposed: \_workshop \_meditation \_discussion group \_other Description of event:

# ROOM & EQUIPMENT SET UP:

Loca6on: Friendship Hall Sanctuary Founders Wing Classroom Unity House Living Room Prayer Chapel Green Room

Other (please describe)

Furniture and equipment required (e.g. number of chairs & tables, T.V. monitor, microphone, etc.)

Is food being served? \_\_yes \_ no If yes, who is supplying food?

Is the proposed event a \_\_Unity event OR private event?

Will you be charging a \_fee for the event OR \_\_\_ collecting a Love Offering?

Building Open & Closed: by \_\_\_\_Staﬀ Congregant

Name of person responsible for closing:

**CLEAN UP:** The group, or individuals, are responsible for leaving the room in the order that it is found. If not, an addi6onal fee may be charged.

*All event proposals are presented to the Board of Trustees for approval, and may be passed on to the Spiritual Leaders Team or other Team if necessary. Approval will be given by email to the organizer of the event.* **Email this form to:** [**office@unityofcolumbia.org**](mailto:office@unityofcolumbia.org) **or leave a copy at the Unity Oﬃce.**

*It is recommended that organizers submit the Proposal form* ***at least 30 days*** *prior to the event occurring, or sooner to ensure availability of a room.*