

Simple Form EVENT Proposal

**Event Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date**(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What type of event is this?**  Class\_\_\_ Workshop\_\_\_ Concert\_\_\_  Fundraiser\_\_\_\_\_  Community Service \_\_\_ Social \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are we partnering? \_\_ With \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Audience** (Please check one)

\_\_\_\_\_\_\_Event open to the public and to be advertised as such (e.g., Roundup).

\_\_\_\_\_\_\_Event for Unity folks and invited guests only, invited in person and through our Gmail.

(Please provide the details so we can use in our g-mail newsletter or the Roundup.)

**Event Location:**

Sanctuary \_\_\_ Fellowship Hall\_\_\_ Library \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Income and Expenses:** Ticket Sales (price and number expected to sell) \_\_\_\_\_\_\_\_

Love Offering \_\_\_\_\_\_\_ Cost to Unity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Planner/Responsible Person**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible person is expected to arrange for building access, arrive early for setup, be present during the event, return facility to pre-event set up, clean up afterwards, turn down the heat or turn up the air conditioning temperature to save energy. Essentially putting the facility back to its original condition. And, lock up.

As the Responsible Person, I accept the above responsibility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Support Needed:**

What assistance will you need from Unity of Payson for this event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Accepted by Unity Board of Trustees on** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_