

EVENT PROPOSAL

EVENT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the appropriate box or fill in the blanks below:

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

**What is the event’s primary purpose?** Spiritual Development \_\_ Increase Fellowship \_\_\_

Fundraiser for us \_\_\_ Fundraiser for local organization \_\_\_ Promote Unity of Payson \_\_\_

**Who and how many people will benefit?** (think attendance or outreach) \_\_\_\_\_ Unity of Payson (\_\_ all members or # \_\_\_) or \_\_\_ Payson citizens (# \_\_\_\_\_) or \_\_\_\_\_\_\_ (#\_\_\_)

Considering the amount of work to plan, promote, and hold this event compared to the number of people it will benefit, would you say the level of priority is \_\_ high \_\_ mid-level \_\_ low

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

Please check one:

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

(Please provide on the attached sheet the text we can use in the Roundup and other publications.)

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

(Please provide on the attached sheet the text we can use in our g-mail newsletter.)

**Event Location:**

Unity Sunday Space \_\_\_\_\_\_

Payson Community Kids (evenings and weekend)? \_\_\_\_\_\_\_

Library (daytime M-Sat) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If other location, Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions or attach map (If necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Income and Expenses**

Will income from fees or book sales or \_\_\_\_\_\_\_\_or love offering?(circle source) If fees, how much will be charged per person? \_\_\_\_\_ How many are expected to participate? \_\_\_\_\_ What is the expected total income? \_\_\_\_\_\_\_\_\_\_

What are the expected total expenses? \_\_\_\_\_\_ Space rent $\_\_\_\_\_\_\_\_ Materials/books

$ \_\_\_\_\_\_\_ Speaker fees $ \_\_\_\_\_\_ Advertising or printing $ \_\_\_\_\_\_ Other $ \_\_\_\_\_\_\_\_\_\_\_

Does the service provider expect a portion of the income? If so, what amount? \_\_\_\_\_\_\_

What is the net financial benefit to Unity of Payson? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Planner/Responsible Person**

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

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

Event Coordinator name or partner contact if different from above? Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any other people working on this event? If so, please indicate on the attached sheet.

**Support Needed:**

1. Setup. Will you need help with setup?\_\_\_\_\_ If so, who will do this and how will the room be set up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Cleanup. Will there be any clean up? \_\_\_\_If so, who will do this? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We request that if you sell related items, you tithe 10% of the proceeds to Unity of Payson.

If people need to sign up, please arrange for a sign-up sheet three Sundays in advance of the event.

**Proposal Accepted by Unity Board of Trustees.**

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal Accepted by Facilitator. Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a brief description of event here or on attached sheet. Please remember to provide promotional language for Roundup announcement and Gmail distribution.