



Class/Workshop/Event Proposal Form

Contact Information

Today's Date: _____

This Event is Sponsored by (Name of individual / UofG Team): _____

Youth & Family Worship Arts Adult Ed

(If event is in a Ministry, the Director's signature is required)

Director's Signature

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Website: _____

Proposal Information

Class Event Workshop Lecture Other (specify _____)

Event Name: _____

Event Date(s): _____ Time of Event: _____

Room Requested: _____ Estimated Number of Attendees: _____

Attendance Fee for Participants:

Love offering with suggested minimum \$ _____ Fixed attendance fee of \$ _____

Other fee scale: _____

Remuneration:

I am offering my services gratis and will donate the proceeds to the church.

*I will take a 60/40 split of the love offering with the church (40% to UofG).

*Please note your portion will be paid via check within two weeks of conclusion of event.



Class/Workshop/Event Proposal Form (cont.)

Church sponsored events will be promoted in most of UofG's marketing materials.
Please provide a brief description of event:

Special Requests

Equipment CD Player (available in any room)

Only available in sanctuary: Sound System Lapel Mic Hand Mic Projector

Other Request: _____

Office Supplies Flip Chart White Board Markers Signup Sheet

Recording I plan to record all or part of this event with personal equipment.

Please note: *Participant media release statement must be attached to this form.*

Child Care I request childcare be provided from _____ to _____. Childcare rate is \$15 per hour. I understand I am responsible for 50% of total childcare costs and this is due payable to Unity of Gaithersburg prior to my event. Childcare costs are non-refundable.

This section for office use only

Approved Pending Not Approved

Notes: