

## Adult Program Proposal Form

Please fill this form if you wish to offer a Program / Class / Workshop / Field trip through the Unitarian Universalist Church of Sarasota. You may return it to the Adult Programming Committee (APC) or the Church Office by the 1<sup>st</sup> of the month. The APC will review your form at the next meeting.

<b>Title of Program:</b>	
<b>Description of Program:</b>  _____	
<b>Specific Objectives of the Program:</b>  _____	
<b>Name of Person Sponsoring the Program :</b> (If different from the facilitator)	Phone :  Email:
<b>Name of Person Facilitating the Program:</b> (If different from the sponsor)	Phone :  Email:
Who is the <b>intended audience</b> of this program?	
What is the <b>minimum</b> number of people needed to offer this program?	What is the <b>maximum</b> number of people you'd like in this program?
<b>Time Frame or Preferred Dates</b> - If there is a specific time frame, date or day the Program will be offered, please note it here. If not, enter "NA".	
<b>How many</b> times will you need to meet?	<b>How long</b> will each meeting be?
Is there an Instructor Fee? <input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____  Is there a handouts /materials charge? <input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____ per participant  Are there any additional costs for this program? <input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Will you use any A/V equipment (DVD, Audio, PowerPoint, Overhead Projection, etc...) <input type="checkbox"/> No <input type="checkbox"/> Yes, but I have my own <input type="checkbox"/> Yes, I need _____  Will you need any A/V personnel to set up or run any equipment for you? <input type="checkbox"/> No <input type="checkbox"/> Yes, set up only <input type="checkbox"/> Yes, stay and operate it for me