

Unity Church of the Hills (UCOH)

9905 Anderson Mill Rd. – Austin, TX 78750 – 512-335-4449 – www.unityhills.org

Class/Event Proposal Form

Please complete all the information below as it pertains to your class/workshop proposal.
Submit via E-mail to Ellen.Fannin@Unityhills.org

Speaker: _____

Business name, if any: _____ Website: _____

Cell phone: _____ E-mail: _____

Mailing address: _____

Church affiliation (Name of Church): _____

Is Speaker part of upcoming Sunday Services? If so, is there a title for the Message?

Title of proposed event: _____

Length of event, i.e. # of hours: _____ Preference of day of week: _____

(UCOH cannot guarantee a specific day, however, we will accommodate whenever possible.)

Pre-requisites or required books: _____

Provide a marketing description that can be used on UCOH's website:

(If you anticipate needing affordable child care for this event, email childcare@unityhills.org.)

External publicity is the responsibility of the promoter, presenter or facilitator.

Please outline your marketing plan for this event:

- _____
- _____
- _____

Price of event: Advance \$ _____ At-the-Door \$ _____

Financial Agreement: Our standard split on classes and events is 50/50.

___ I agree to the standard split.

___ I would like to present this event on a rental basis. For rates, call the Church office..

Are there any other ticketing or discounted registration for event? Yes ___ No ___

Please describe how it works and contact information: _____

Describe materials **included** in the price: _____

Cost of other materials NOT included in the price: _____

(The price of these materials will be paid directly to the facilitator at the first meeting time.)

Is there a minimum or maximum of students required? Minimum _____ Maximum _____

(Cancellation policies are outlined in the Helpful Information electronic packet. Contacting the participants is the presenter's responsibility. Ensure that you receive the UCOH Policies and Procedures & Helpful Information for Facilitators from the Event Coordinator at UCOH.)

Classroom space needed and set-up requests: _____

The technical requirements for this event are: _____

Hold Harmless Agreement

By submitting this proposal electronically with the date of submittal, I agree to provide my event as described in this agreement unless the changes are mutually agreed upon with UCOH management. I understand that reasonable care will be taken throughout the course of my event to protect any equipment and materials belonging to UCOH. I also understand that no responsibility for loss, theft, or damage for any of my equipment or technology will be assumed by UCOH.

All registration monies go through the Church, with checks being made out to UCOH. The Church accepts debit cards and MasterCard, VISA, American Express and Discover credit cards. The UCOH Business Office, on a pre-determined cycle, writes a check to the presenter or the business name based on whether presenter or promoter has submitted the paperwork requested by UCOH. Checks are mailed on the first week of the following month. UCOH does not typically pay for any travel expenses or hotel accommodations.

Date of submittal: _____

Signature (if submitting hardcopy proposal): _____

To Be Completed by UCOH Office Only: Approved: _____ Yes _____ No

Financial Agreement for Income Split: _____

Financial Agreement for Expenses: _____

Notes: _____

Director's Signature & Date: _____