



740 Old Harrods Creek Road
Louisville KY 40223
502.244.9696

Speaker/Event Proposal

Please submit this form to the UCOM Spiritual Enrichment director 3 months prior to your start date.

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____ Cell _____

Topic _____

Title _____

Presentation/discussion Workshop/seminar Class series Other _____

Please describe the proposed event(s) or presentation(s) and how it relates to Unity teachings:

Who is the audience? Adults Women Men Couples Singles Children

What is the time length of this event/presentation? _____

Will this event be best suited for the sanctuary or the classroom? _____

Please provide 3 references for churches to which you have made this presentation:

What is your preferred date(s) and time(s) ? _____

Alternates? _____

What is your suggested per person fee _____ or love offering? _____

Class/event payments are issued to the Facilitator the first week of each month. Payments are based on a 50/50 split of the love offering or fee collected for the specific event. Other terms negotiated.

Will you tithe a portion of the proceeds back to Unity Church of Middletown?

Yes No If yes, what portion/percentage? _____

Are you an ordained Unity or Religious Science minister? Yes No

Are you a Licensed Unity Teacher? Yes No Credentialed professional speaker? Yes No

If not, please explain your credentials/qualifications to facilitate this event:

Will you sell books, CDs or other related materials? Yes No

Books are to be ordered through the UCOM Bookstore one month prior to event.

<input type="checkbox"/> Book	<input type="checkbox"/> CD	<input type="checkbox"/> DVD	Title	Author	ISBN Number
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Will you need UCOM **volunteers** to collect fees/sell tickets at the door? Yes No

Will you need UCOM volunteers to sell **books, CDs, DVDs, etc.**? Yes No

Will you provide your own audio/video **equipment**? Yes No If no, what

equipment do you require? _____

PLEASE NOTE:

1. **Speakers/event/program presenters are required to provide their own promotional materials, including:** • posters • flyers/handouts • bulletin inserts • sign up sheets • press release (digital)

2. Our UCOM newsletter, *Spirit*, is published in monthly via Constant Contact email. Deadlines for information is the 25th of the month preceding publication. Information submitted must be provided in digital form (Word file, PDF or email content). Photographs and logos must be submitted as a 72 DPI JPEG file.

Please complete this form and return it to Unity Church of Middletown, Attn: Elaine Wood, Spiritual Education Director. You will receive notification of your approval or recommendation along with the necessary information for your event.

Facilitator Signature _____ Date _____

UCOM Spiritual Enrichment Dir. _____ Date _____

Minister _____ Date _____