



EVENT Proposal

Event

Name: _____

Event Date(s) (check with Detailed Calendar Page on website for conflicts first)
Calendar at unityofpayson.org/activities then click on Our Google Calendar
Or <https://bit.ly/4zppr2P>

One time ____ or Recurring ____ Proposed Date: _____
Time(s) _____

Event Planner/Responsible Person**

Name _____ Telephone _____
Email _____

What type of event is this? Class ____ Workshop ____ Concert ____ Fundraiser ____ Community Service ____
Social ____ Other ____ Are we partnering? ____ With _____

Are you requesting that Unity of Payson sponsor this event Yes ____ No ____ **or are we just making space available?** Sponsorship implies our reputation for quality is involved.

Audience (Please check one)

____ Event open to the public and could be advertised as such (e.g., Roundup).
____ Event for Unity folks and invited guests only, invited in person and through our Gmail.
(Please provide the details so we can use in our e-mail newsletter or the Roundup.) Here or on back of this sheet, or email to terilee2306@gmail.com

Event Location: 904 N. Beeline: Main Meeting Room ____ Fellowship Area ____ Both ____
Other Venue: _____

Anticipated Income and Expenses: Ticket sales income \$ ____ or Love Offering ____ Revenue
Splits: Unity Sponsored Class __ 60% presenter, 40 % Unity; Non-Unity Sponsored event 50/50% Cost
to Unity _____

**Responsible person must arrange building access (Neal Worthington—706-510-9589, Betty Daily---623-498-7468 or Ric Hinkie---928-848-4501), arrive early for setup, be present during the event, return facility to pre-event condition. See operation guides as posted. Basics include set up, clean up afterwards, turn down the heat or turn up the air conditioning temperature to save energy, and lock up.

As the Responsible Person, I accept the above responsibility _____

Support Needed: What assistance will you need from Unity of Payson for this event?

Accepted by Unity Board on _____ **By** _____
____ Calendar date is open (check master calendar) ____ Copy to Teri