

NEW PROGRAM PROPOSAL

PROGRAM/ACTIVITY NAME: _____

PROGRAM/ACTIVITY INITIATOR(S):

Name:

Email Address:

Phone #:

PROGRAM PRESENTORS/FACILITATOR(S):

Name:

Email:

Phone #:

Name:

Email:

Phone #:

1. How does this program/activity support the UUCV Mission and UU 7 Principles and/or build community?
2. What experience do you and/or the presenter/facilitator have that relates to the proposed program?
3. How often would the program/activity meet or occur? And for what duration (e.g. once a week for 10 weeks, or indefinitely)
4. What kind of space requirements do you have? E.g. a room that can accommodate x number of people...
5. Please list 3 optimum meeting days and times. Consider who the program is aimed at and the likely dates and times they can participate (*e.g. retirees have flexible schedules, whereas working adults with children have more meeting constraints*). The church calendar is very busy and we try to avoid overlapping programs. It is helpful to list scheduling options, for example: 6:30 – 7:30 pm on Tuesdays, 10 -11 am, Wednesdays or 7:00 – 8:00 pm on Thursdays etc.) List in order of preference:

- a.
- b.
- c.

6. What format and content will be used? Use attachments if needed. (e.g. A speaker followed by Q &A; open discussion among participants led by a facilitator/moderator; video presentation followed by discussion; reading a book together and discussing it; links to on-line material that will be discussed later.)

7. Do you or the presenter/facilitator have a Zoom account and experience with managing a Zoom session?

8. Do you need Audio/visual support (once COVID is over and the Church facilities can be used again)?

9. List at least 3 people, other than the program initiator and presenter/facilitator who are committed to participating in this program/event:

10. What concerns/questions do you have?

11. What immediate or ongoing support do you need from the PACT?

I, the program Initiator/facilitator, agree to structure the program in accordance with the Seven UU Principles and the UUCV Mission Statement; and to conduct the program in accordance with the UUCV Right Relations Covenant. I understand that Church Programs and Activities are not to be used for business networking referral or to recruit customers, clientele, or promote a for-profit or not-for-profit business.

Signed: ***(on-line submission is equivalent to your signature)***

Date: