

**Unity of Traverse City  
New Small Group or Event Proposal Form**

Proposed Name of Small Group or Event

--

Overview of the Small Group or Event (When, where, purpose, etc.)

--

Small Group or Event Leader(s)	Phone Number	E-Mail Address

What experience, if any, have you had with this type of small group or event?

--

Proposed Timeline for Organization, Planning, Implementation

--

**Budget and Resources**

1. What are the financial and other resource/material/capital needs for the small group or event?

2. What potential overall resources do you have to meet your needs?

3. What resources from the church do you envision enrolling to support the small group or event?

**How does this small group or event align with and support the Vision, Mission, and Core Values of Unity of Traverse City?**

Small Group or Event Leader Commitments		
1. Do you commit to remaining in your leadership role for the duration of the small group or event?	Yes	No
2. Do you commit to assisting in the enrollment of volunteers that may be needed to support the small group or event?	Yes	No

Small Group or Event Leader(s) Signature(s)
_____
Signature and Date
_____
Signature and Date
_____
Signature and Date
_____
Signature and Date

**Advertising and Promotion**

When submitting a request for promotional support, please keep in mind that there are deadlines in place for all ministry events. In order to allow enough time for review, approval, and promotion of your proposed small group or event, please forward the Communications Request Form that follows at least six (6) weeks prior to the 1<sup>st</sup> of the month in which the small group will meet or the event take place. For example, if the group meeting or event will take place in May, please forward the Communications Request Form no later than March 15<sup>th</sup>.

**Please submit completed proposal to:**

Rev. Eileen Stulak  
Unity of Traverse City  
3600 Five Mile Road  
Traverse City, MI 49686

Or via email to: [reveileen@unitytraversecity.org](mailto:reveileen@unitytraversecity.org)

**Thank you for sharing your time, talent, and energy with Unity of Traverse City. If you have any feedback, or if we can be of any further assistance, please let us know. You may contact us at 231.938.9587, or [info@unitytraversecity.org](mailto:info@unitytraversecity.org).**

## UTC COMMUNICATIONS REQUEST FORM

### FOR CHURCH-WIDE EVENTS / CLASSES / ACTIVITIES / GROUP MEETINGS

This form is due <u>4 weeks</u> before promotion period. Please submit a separate form for each event/activity/topic. For each form, submit a separate MS Word document to include the event/activity description.		<b>Today's Date</b>
		<b>Revised Date</b>
Individual or Group Name:		Your Name:
Your Email:		Your Phone #:
Event, Activity or Class Name:		Event Date:
Instructor / Facilitator Name: Event Contact Phone Number: Event Contact Email Address:		Location:
<input type="checkbox"/> Submitting Facilitator photo (submit as jpeg or tif file)		<input type="checkbox"/> Submitting other image (submit as jpeg or tif file)
<input type="checkbox"/> Meets one time	<input type="checkbox"/> Meets monthly on (day)	Start Time:  End Time:
	<input type="checkbox"/> Meets weekly on (day)	
<input type="checkbox"/> Other meeting frequency:		
<b>Please check ALL communication types requested</b>		
<b>Type of Communication</b>		<b>Requested Dates</b>
<input type="checkbox"/> Bulletin		Dates: From                  To
<input type="checkbox"/> Bulletin Insert (or Bulletin, not both)		Dates: From                  To
<input type="checkbox"/> Platform Announcement		Dates:
<input type="checkbox"/> e-News		Dates: From                  To
<input type="checkbox"/> Website		Dates: From                  To
<input type="checkbox"/> Facebook (for FB Event only, feel free to post invite/comments yourself)		Dates: From                  To
<input type="checkbox"/> Table in Lobby		Dates: From                  To
<input type="checkbox"/> Signage for requested tables above		Dates: From                  To
<b>Notes about signage:</b>		
<b>Additional Communications Notes:</b>		
<b>Call for Volunteers</b>		
Type of volunteer(s) needed:		
Date(s) needed, if different from event date(s):		
Number of volunteers needed:		
<b>Additional Volunteer Notes:</b>		