



# EVENT REQUEST FORM

Pending Approval of Team Leader and Board Link

Date submitted:

Date approved:

<b>Presenter/ Facilitator</b>	<b>Name (as it will appear on check)</b>	<b>Email:</b>
	<b>Mailing Address</b>	<b>Phone:</b>
<b>Description</b> (Title, subject, format, brief 2 paragraph description of event)	<b>Name of Event</b>	
<b>Event Type:</b> (check box)	<b>Proposed Date(s)</b>	<b>Time</b>
<input type="checkbox"/> <b>SALT</b> (Sunday Adult Learning Time)		9:30 am -10:15 am
<input type="checkbox"/> <b>Class</b>		
<input type="checkbox"/> <b>Concert</b>		
<input type="checkbox"/> <b>Event</b>		
<b>Presenter's relevant training, credentials, BIO information? A photo of presenter.</b> <small>(That can be used in promotional materials.)</small>		
<b>Requirements:</b> Describe audio visual, technical, set-up, or other supplies/needs? Provide Power Point, YouTube or other links.		
<b>Cost for Participants:</b> Love offering or other?		

<b>Anticipated Cost to USCL: attach budget.</b>			
<b>Payment due to Facilitator</b> (check box)	50/50 split between USCL and facilitator		<b>Other: (describe)</b>
<b>Check Delivery</b> (check box)	Will pick up		Please Mail

<b>Other Facilitator Information</b>	
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**Facilitator permits this event to be:** (check applicable boxes)

<input type="checkbox"/>	<b>In-person</b>
<input type="checkbox"/>	<b>Virtual (ZOOM or other technology)</b>
<input type="checkbox"/>	<b>Hybrid (In-person and Virtual)</b>
<input type="checkbox"/>	<b>Recorded</b>

**As a facilitator at Unity, I understand that I am in a role that carries with it authority and power. I have a responsibility to protect participants' right to privacy unless there is explicit permission to record or share comments from the class.**

**I will maintain boundaries appropriate to a professional relationship and refrain from any conduct that would constitute sexual misconduct or sexual harassment. I will maintain the boundaries of a professional relationship, recognizing that it is my responsibility to do so.**

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**Facilitator Signature and Date (above)**  
**Electronic signature in accordance with Uniform Electronic Transactions Act 305 of 2000.**

Unity Office Notes:
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