



Submit completed form to UCT applicable ministry staff.

For classes/workshops:

Mail to: Paula Graff, Director of Transformational Studies
UCT, 118 S. Person St., Raleigh, NC 27601 or

Email: adulthoodeducation@unitytriangle.org

Submittal of this form is necessary in order to meet your needs and those of the staff and volunteers assisting you. Proposals are approved based upon the stated mission, values and policies of UCT and the availability of facilities and personnel. Approval will be communicated to you by phone or email by your assigned staff liaison.

Proposal Request Forms submitted later than 6 weeks in advance of the date of event may not be published in UCT bulletin, e-update, or website.

Information below with corresponding * is required and may appear in Church publications.

PROPOSAL INFORMATION - DATE OF APPLICATION

CLASS EVENT WORKSHOP UCT TEAM PROPOSAL

NON-CHURCH EVENT OTHER

*Name of Class/Event/Workshop:

*Day/Date:

*Start: am pm *End: am pm

Time needed for Setup:

Takedown:

*Recurring? Y N

*List recurring dates:

Estimated No. of Attendees:

*Room(s) Requested:

Sanctuary – 400 Capacity

1880 Hall – 100 Capacity – Lower Level

Community Classroom – 30 Capacity – Main Floor

Conference Room – 20 Capacity – Main Floor

Green Room – 10 Capacity – Main Floor

Bookstore – 10 Capacity – Main Floor

Multi-Purpose Room – 40 Capacity - Second Floor

*Statement of purpose:

*Brief description of proposal for publication purposes:

*Is proposal a fundraiser? Yes for No

Fee Information for Attendees ✓ Check one:

*Love offering (suggested minimum) \$

*Fixed registration fee of \$

Remuneration Information ✓ Check one:

I am offering my services gratis and will donate the proceeds to the church.

I will take a 50/50 split of the love offering with the church, your portion of the proceeds to be paid within 14 days of event conclusion (in order to capture any last minute contributions).

Other

NOTE: Contributions from attendees fully support these activities. Classes, events and/or workshops are meant to be self-sustaining. Many hours are put in each week to ensure the building is ready and accessible for attendees. If there is not enough interest or support, event may be cancelled.

CONTACT INFORMATION

*Sponsored by:

(Name of individual, organization or UCT Team)

5013-C? Tax ID #:

*Contact Person:

*Phone Number:

*Email:

*Address:

City:

State: NC Zip:

*Website:

*Instructor/Facilitator (if different from above):

*Phone Number:

*Email:

*Address:

City:

State: NC Zip:

*Website:

SPECIAL REQUESTS

A/V EQUIPMENT

Projector CD Player Lapel Mic Hand Mic

Sound System Hrs (subject to \$50 pr hr addt'l for sound tech-2 hr minimum)

Podium (1880 Hall or sanctuary only)

OFFICE SUPPLIES

White Board Flip Chart Markers Signup Sheet Other:

CROWD CONTROL/SIGNAGE

- Sandwich board & letters (Events only)
- Signage
- Traffic cones for reserved parking (Events only)
- Other

FOOD & BEVERAGE (Facilitator is responsible for bringing beverage products, paper goods, etc – additional fee may apply for use of UCT materials)

- Water/Ice Only (Pitcher Provided)
- Hot Beverage Bar Set up - Community Classroom/1880 Hall Only
- Use of caterer's kitchen - 1880 Hall Only

MUSIC/MUSICIANS/VOCALISTS (additional fee may apply)

CHILDCARE Yes No

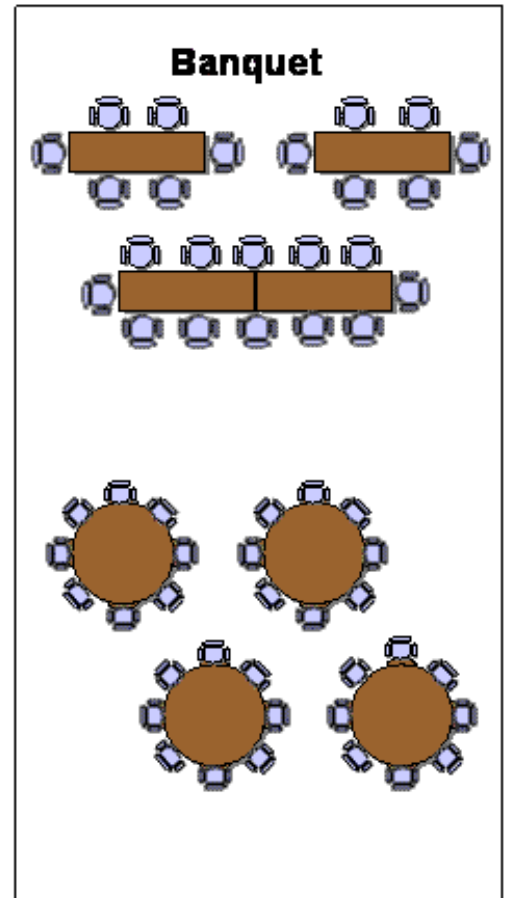
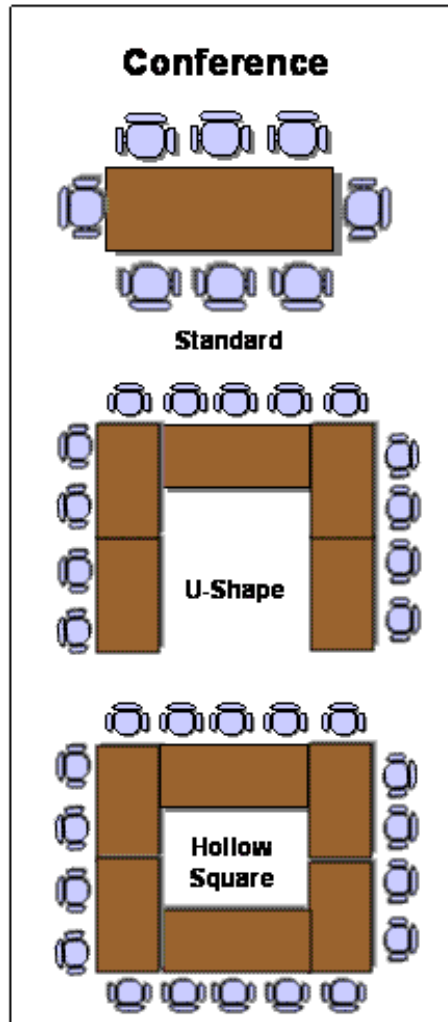
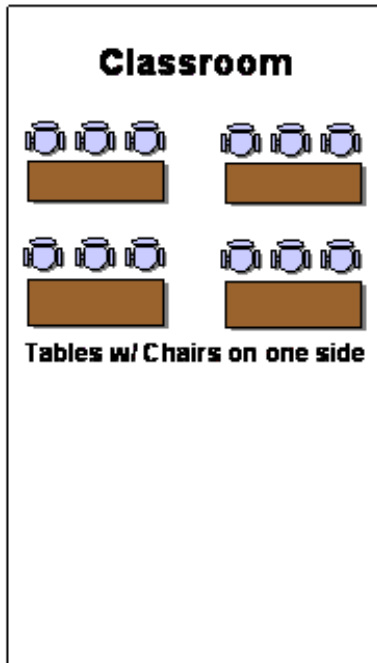
(Childcare arrangements handled by Director of Family Ministries-Addt'l Fee May Apply)

VOLUNTEER NEEDS:

ROOM SETUP (See diagrams on next page)

- Theatre/Auditorium - Chairs only /how many?
- Classroom - 6 Ft Rectangular Tables / 4 chairs pr one side / how many tables?
- Conference – How many chairs ?
- U-Shape – How many chairs?
- Hollow Square – up to 18 Chairs / how many chairs?
- Banquet - Round Table and Chairs /8 chairs per table/ 1880 Hall only / how many tables?
- Banquet – Rectangle 6' tables / ideally seats 3 per side / how many tables?
- Special Setup – provide diagram

Note: Keep in mind the placement of chairs and tables in relation to doors, stage, and other reference points in the room. Please provide a diagram for special room setup other than those listed below. For large events - additional chairs and tables may need to be rented by facilitator.



- Office Use -

STATUS OF PROPOSAL

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NON-CHURCH EVENT OTHER

Name of Class/Event/Workshop:

Day/ Date:

Start: am pm **End:** am pm

Time/Date needed for setup: **takedown:**

List recurring dates:

APPROVED

PENDING

NOT APPROVED

UCT Staff Liaison:

COMMENTS: