



LIFE LONG LEARNING PROGRAMS GUIDELINES FOR PROGRAM PROPOSALS

If you wish to present a program as part of the Explorations series, please fill out the following proposal form and submit to the RE Committee.

1. PROGRAM TITLE:
2. PURPOSE:
3. CONTENT: A brief statement or outline.
4. FORMAT: Lecture, study group, panel discussion, film, etc.
5. DATE(S) & TIME BLOCK:
 - a. Provide alternative dates if possible.
 - b. Please include the actual delivery time of the program (e.g. 7:30- 9:00 PM) and, if applicable, time requirements needed for set up and/or clean up (e.g. 7:00-9:30 PM).
6. EXPECTED ATTENDANCE: an estimate so we can allot appropriate space:
7. COSTS: Indicate the fee/donation requested to cover costs for materials (e.g. handouts, books), if applicable.

Please submit completed proposals to the Religious Education box located in the UUS office.

Proposals will be considered by the Explorations Subcommittee on a monthly basis.

NOTE: The earlier the proposal submission the greater the chance of obtaining the desired date(s) and time block.

Once approved, space reservations will be made by the Committee. Announcement/Publicity arrangements will usually be a joint effort between presenters and Committee members.

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