

EXPLORATIONS
LIFE LONG LEARNING PROGRAMS
GUIDELINES FOR PROGRAM PROPOSALS

Unitarian-Universalist Society of Daytona Beach (UUS)
56 Halifax Dr
Ormond Beach, Fl 32176
386-677-6172

If you wish to present a program as part of the Explorations series you are asked to submit a written proposal.

Proposals should address the following points.

1. Program title.
2. Purpose.
3. Content__A brief statement or outline (attach information or write on reverse side).
4. Format__Lecture, study group, panel discussion, film, etc.
5. Date(s) & Time Block.
 - a. Provide alternative dates if possible.
 - b. The time block should include the actual delivery time of the program (e.g. 7:00-8:30 PM) and, if applicable, facility time requirements needed for set up and/or clean up (e.g. 6:30-9:00 PM).
6. Expected Attendance__an estimate.
7. Costs__If the program will involve costs for materials (e.g. handouts, books) the presenter may wish to use a fee/donation procedure. Otherwise, he/she may be responsible for any cost.
8. Announcement and publicity arrangements for scheduled programs will usually be a joint effort between presenters and Committee members.

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

Completed proposals are to be submitted to either UUexplorations@gmail.com or to the Religious Education box located in the UUS office. Proposals will be acted upon by the Explorations Committee on a monthly basis.

For any questions contact one of the following Committee members.

Byron Spice, Chair

Kathryn Hansman-Spice

Bud Murphy, UUS Minister

Dottie Mann

Lani Van Petten

Dan Kennedy