



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. 7:00- 8:30 PM) and, if applicable, time requirements needed for set up and/or clean up (e.g. 6:30-9:00 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 either UUexplorations@gmail.com or 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.