



UNITY OF WASHINGTON DC
Speaker/Facilitator Proposal Form

1225 R Street NW Washington, DC 20009
Tel. 202-543-1414 / Fax: 202-544-4108

Thank you for your request to speak and/or present a workshop at Unity of Washington, DC. All proposals are considered by the Senior Minister and the Education for Life Programs Committee. This Committee meets quarterly.

You may complete this application in Acrobat PDF (all boxes will expand as needed as you write); save it, and send as an attachment in an email to speakerproposal@unitywdc.org. Include the words "SPEAKER'S PROPOSAL FORM" in your subject line. Or mail it to our business address along with additional materials to: Unity of Washington, DC, 1225 R Street NW, Washington, DC 20009. Attention: Education for Life Programs Committee. PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

GENERAL CONTACT INFO			
Today's Date:		Proposed Date(s) of Event & Year:	
Organization:			
Street Address:			
City, State, Zip Code:			
Country:		Website:	
Requestor's Name:		Title:	
Email #1:		Email #2:	
Work Phone:		Cell Phone:	
Home Phone:		Fax:	
BIOGRAPHY HIGHLIGHTS (75 words or less. Full biographies may be attached)			

SPEAKING EXPERIENCE

How many years of speaking and/or workshop facilitation experience do you have? years

Have you presented at other New Thought churches or education centers? Yes No

If yes, how many. (List below)

Please enclose letters of recommendation and/or references from at least three of the organizations listed below.

Organization Name, Location/City	Contact Name, Phone Number, Email

PUBLISHED WORK

Yes, I have published books, articles, CDs and/or tapes. Samples of these are included with this packet*. And / Or include links to websites or on-line content media.

No, I have not done any of the above.

* I understand these will not be returned to me.

Title	Publisher and Date

Websites - Please write full URL link:

DESCRIBE THE PROGRAM YOU ARE PROPOSING:			
Topic:			
Objective:			
Format:	Evening Event	Weekend Workshop	One-day workshop
Sunday Afternoon	Booksigning	Fundraiser	Other
Duration:			
Description: (75 words or less)			

Note:

The Committee thanks you for your submission. If you meet all the necessary requirements and have followed the submission guidelines, you will receive a response within 90 days. At that time we will discuss any honorariums, fees and any other expenses.

Due to the number of unsolicited proposals we receive, we regret that we can only respond to those who have met the requirements listed above and followed submission guidelines. Please send as an attachment in an email to speakerproposal@unitywdc.org