



UNITARIAN UNIVERSALIST
ASSOCIATION OF CONGREGATIONS
GENERAL ASSEMBLY & CONFERENCE SERVICES

UUA GENERAL ASSEMBLY
Minneapolis, Minnesota June 23-27, 2010

PLANNING COMMITTEE SPONSORED PROGRAMS
APPLICATION GUIDELINES

The GA Planning Committee invites your program proposals for the 2010 General Assembly in Minneapolis, Minnesota.

The GA Planning Committee is seeking innovative programs and distinguished speakers that will appeal to many UUs attending GA. We invite you to submit proposals for:

- Workshops
- Worship services
- Lectures
- Panel presentations and discussions
- Performances (with minimal technical requirements)

We will be selecting programs that reflect our Association's anti-racist, anti-oppressive commitment and programming that will serve the needs of our congregations.

If your program is sponsored by the GA Planning Committee, you will be provided with a 75-minute program slot, a listing in the GA printed program, a meeting room with a lectern and microphone, audience microphone and a projection screen. In cases of particularly noteworthy programming, the Planning Committee may grant additional financial support to supplement the proposers' own funding.

Who Should Apply? Congregations, UU-related organizations, community groups and UU individuals with something to share.

Deadline: All applications for Planning Committee sponsorship must be received by Thursday, October 15, 2009 at 5:00 p.m. Eastern. Notifications will be made by email in mid to late November.

Instructions: All applications must include a Cover Sheet, Narrative, and Other Supporting Material. Please submit one copy of all materials. **If you are mailing your materials, do not staple or enclose in presentation folders!** Please be sure your application is accurate, complete and concise.

1. Cover Sheet with the following information:

- **Contact person** (List one contact only, please!) Name, address, daytime phone number and e-mail. If your program is selected, the contact's responsibilities include all communications with speaker(s), the completion of the GA Event Request online form, assessing audio/visual needs, ordering and payment of supplemental A/V, and reviewing the event proof (Edit Mailing).
- **Organization or congregation name** of the contact person for this event.
- **Proposed program title** (8 words maximum)
- **Summary of Proposed Program** (50 words maximum)
- **Name and Brief Biography of Proposed Speaker(s)**
- **Indication of (A) No funding requested (B) Request funding to offset A/V expenses, or (C) Amount of supplemental grant requested in addition to A/V expense.**
- **If you are seeking supplemental funding, a detailed Program Budget.** When planning your budget, please be mindful of the following costs: GA registration fees for your speakers (GA registration is required for all program participants and attendees), supplemental audio/visual equipment rental, any speaker fees and travel costs, optional advertising in the GA Program, supplemental program materials, etc. Please list other funding sources for this proposed program, which you are asking the Planning Committee to match or supplement. Grants are awarded based on the program and speakers specified in your proposal, so be sure to confirm their commitment before you apply. Changes from the original proposal may result in the Planning Committee requesting that grant money be returned.

2. Narrative (Maximum two pages)

A. Describe the individual(s) planning this proposed program.

- Include information about your interest/expertise in the program topic.
- Describe previous involvement in programming, especially at GA.
- Describe communications that you've had with the speaker(s) and any issues related to the speaker's potential scheduling conflicts during GA.

B. Describe your request.

- What are your objectives? What is your timeline for assembling the program?
- Why do you think this proposed program will appeal to many GA attendees?
- Why do you think this program is important to our congregations and movement?

3. Other Supporting Material

- Up to three letters of support/commitment for this proposed program.
- Any other material(s) you think may help in justifying the selection of this proposal.

4. Submit Your Proposal

After you have completed your application materials, you must go to <http://dyn.uua.org/gaoffice/> to complete the PC Sponsorship Application web form. **All applicants must complete this form!** There you can upload your application documents or indicate that that you will be submitting them separately by email, mail or fax. When you have successfully completed the web form, you will receive an email confirmation. If you do not receive an email confirmation within 24 hours of submitting, contact Don Plante at dplante@uua.org or (617) 948-4208. Save your confirmation, as it is proof of your application submission.

Direct questions about the application process to Don Plante at dplante@uua.org or 617-948-4208.