



## APPLICATION GUIDELINES FOR GENERAL ASSEMBLY PLANNING COMMITTEE SPONSORED PROGRAMS

The GA Planning Committee is soliciting program proposals for the 2008 General Assembly in Fort Lauderdale, FL. There are two categories of programs:

**FEATURED PRESENTATIONS:** The GA Planning Committee is looking for distinguished, high profile speakers who will appeal to many UUs attending GA. **Featured Presentations are eligible for funding up to \$3000.** While the Planning Committee will primarily be selecting lectures, musical or theatrical performances with minimal technical requirements will also be considered. The Planning Committee particularly seeks programming that reflects our Association's anti-racist, anti-oppressive commitment and programming that reflects the GA 2008 theme of 'Common Threads'. Be advised that these programs will be scheduled at times when there will be competing programming. Featured Presentations are not open to the general public. You must contact all participants and determine their availability **BEFORE** submitting this application.

**SPONSORED PROGRAM SLOT:** The GA Planning Committee is looking for significant, innovative programs that will appeal to many UUs attending GA. Workshops, worships, lectures, presentations and performances (with minimal technical requirements) will be considered. Original ideas are especially welcome. **Sponsored Programs are eligible for funding up to \$500. Programs will also be selected without funding.** The Planning Committee particularly seeks programming that reflects our Association's anti-racist, anti-oppressive commitment and programming that reflects the GA 2008 theme of 'Common Threads'.

**Who Should Apply?** Anyone may apply. For Sponsored Program Slots, the Planning Committee will give top priority to congregations, UU-related organizations, individuals, and community groups that would otherwise not be eligible to sponsor GA programming.

**Deadline:** All applications must be received by October 15, 2007 at 5:00 p.m. Eastern. Late applications will not be considered. 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. Do not staple or enclose in presentation folders. Incomplete or “over-long” applications are unlikely to be considered. Please be accurate and concise.

**1. Cover Sheet** with the following information:

- **Organization or congregation name** of the contact person for this event
- **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 for A/V, and reviewing the event proof (Edit Mailing).
- **Which category of programming are you applying for?** You can select either Featured Presentation or Sponsored Program. If you are applying for a Featured Presentation, please indicate whether you would like to be considered for a Sponsored Program Slot in the event that your proposal is not selected as a Featured Presentation.
- **Proposed program title** (8 words maximum)
- **Summary of Proposed Program** (50 words maximum)
- **Name and Biography of Proposed Speaker(s)**
- **Grant amount that you are requesting**, (or specify “No grant requested.”) If funding is awarded, you will receive a check for the amount of the grant less audio/visual expenses.
- **Detailed Program Budget:** Grants are awarded based on the program and speakers specified in your proposal. Changes in your program from the original proposal may result in the Planning Committee requesting that grant money be returned. When planning the budget for your program, please be mindful of the following costs: GA registration fees for your speakers (**GA registration is required for any and all program participants and attendees**), audio/visual equipment rental, speaker fees (if applicable) and travel costs, advertising in the GA program (optional), supplemental program materials, etc. List other funding sources for this proposed program, if applicable.
- **Scheduling Preference:** Which day during GA would you prefer your event be scheduled – Thursday, Friday, Saturday, Sunday, or “No Preference” (Indicate first and second choice).

**2. Narrative** (Maximum two pages)

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

- Include information about your interest/expertise with the topic of your proposed program.
- 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 at the time of GA.

**B. Describe your request.**

- What are your goals and objectives? What is your timeline?
- Why do you think this proposed program will appeal to many GA attendees?

**3. Other Supporting Material**

- Letters of support/commitment (up to three) for this proposed program.
- Any other material(s) that you think may be helpful in justifying the selection of this proposal.

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**Send all materials to:** GA Planning Committee, UUA, 25 Beacon Street, Boston, MA 02108; fax (617) 948-4651; or email a PDF or Microsoft Word document to [dplante@uua.org](mailto:dplante@uua.org).

Direct questions about the application process to Don Plante at [dplante@uua.org](mailto:dplante@uua.org) or (617) 948-4208.