



**SLC ADULT EDUCATION PROPOSAL FORM**

Date of Submittal: \_\_\_\_\_ Event Title: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_ Best time to contact: \_\_\_\_\_ AM/PM

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Event Type:  Class  Workshop  Study Group (specify) \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_

NOTE: Attach biographical information for web calendar

Proposed Start Date(s): \_\_\_\_\_ Proposed End Date(s): \_\_\_\_\_ How many sessions? \_\_\_\_\_

Day of Week: S M T W T F S Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Marketing Information: Provide brief description of your event for use in Sunday Bulletin

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NOTE: Attach additional marketing information for Michael's message and SLC web calendar.

Class objectives: What are the major points the instructor will make in this class?

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SEE REVERSE OF FORM FOR  
FURTHER INSTRUCTIONS FOR  
SUBMITTING EVENT PROPOSAL

NOTE: The SLC facility at 24th & K Streets  
Is not handicapped accessible  
(except Common Ground Meeting Room)

**MUST BE COMPLETED FOR SLC REVIEW:**

Proposed Event Fee: \$ \_\_\_\_\_

Projected Attendance: \_\_\_\_\_

Proposed Location: \_\_\_\_\_

**Proposed Financial Arrangement:**

Fundraiser for SLC

Event Fee: \$ \_\_\_\_\_

Proposed Split with SLC (specify) \_\_\_\_\_



## **A Guide for Successful SLC Adult Education Classes, Workshops and Study Groups**

Spiritual Life Center is an Interfaith Unity Ministry located in Sacramento, California. SLC welcomes proposals for classes, workshops, or study groups to be presented to the SLC congregation and local community. SLC is currently located at 2331 K Street (corner of 24<sup>th</sup> & K Streets) with a sanctuary, community hall, Common Ground meeting room, and offices for ministers and staff. SLC leases sanctuary space on Sundays, sharing the historic Pioneer Church located at 2700 L Street, across from Sutter's Fort.

Event proposals are first reviewed by the Adult Education Coordinator before submitting to the SLC Management Team for final approval. In order for your event proposal to be considered, please take a few minutes to review the following procedures. By submitting a complete event proposal, the review process is streamlined since information required for approval is readily available.

### **TWO TO THREE MONTHS BEFORE THE PROPOSED EVENT DATE:**

1. Complete the SLC Event Proposal Form, ensuring that all information is provided for review by the Adult Education Coordinator. The Event Proposal Form is available in Friendship Hall on Sundays, by emailing [info@slcworld.org](mailto:info@slcworld.org), or download at [www.slcworld.org](http://www.slcworld.org) on the Adult Education overview page.
2. Submit the completed proposal to SLC by either mailing to P.O. Box 160022, Sacramento, CA 95816, or email to [spiritalive@slcworld.org](mailto:spiritalive@slcworld.org).
3. Upon receipt, the Adult Education Coordinator will review each proposal, ensuring completed information and written marketing materials. The proposal is also reviewed to ensure appropriateness for the SLC spiritual community, master calendar and facility availability, potential conflicting activities, and timing of other congregational and community events. The Adult Education Coordinator will propose appropriate events for final approval by the SLC Management Team, including any financial arrangements requested.
4. Upon approval, your event will be scheduled on the master calendar. A contract will be finalized at least one month prior to the event date for events where fees/financial agreements are required. A signed contract must be received by SLC at least two weeks prior to the event date.

### **HOW SLC MARKETS YOUR EVENT**

1. Once your event proposal has been approved and calendared, SLC staff will utilize the written materials that were submitted with the event proposal to create advertisements to be used on the SLC web calendar, Sunday bulletins and inserts, Message from Michael, and Sunday pulpit announcements. SLC makes every effort to advertise your event through a variety of communication methods to the SLC community and Sacramento area.
2. You will be contacted approximately ONE MONTH PRIOR to the event date by the Office Manager to determine whether you need table space on Sundays to promote your event. SLC makes every effort to make Fellowship Hall table space available for promoting upcoming events. If you request table space in Fellowship Hall, you must provide a person to staff the table after each service.

NOTE: Any changes to the information you submitted with your proposal, must be submitted in writing to the SLC Office Manager at least ONE WEEK PRIOR to the Sunday when the event marketing will begin. The Office Manager is your contact concerning arrangements for the event itself, including event setup, audio/video, security, entrance/exit, etc.

**Spiritual Life Center welcomes the partnership with you to ensure a SUCCESSFUL EVENT!**

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