



Special Programs Committee Submission Form

2909 Hillcroft, Suite # 200 Houston, TX 77057. Tel. 713-782-4050 / Fax: 713-787-3499

Thank you for considering a speaking engagement at Unity of Houston. For this purpose, please complete this form in its entirety. All proposals are considered by the church's Special Programs Committee (SPC). This Committee meets once every 2-3 months.

You may complete this application in MS Word (all boxes will expand as needed as you write); save it, and send as an attachment in an email to specialevents@unityhouston.org. Include the words "SPEAKER'S PROPOSAL FORM" in your subject line. Or mail it to our business address along with any additional materials to:

Unity of Houston
 Attention: Special Programs Committee
 2909 Hillcroft, Suite 200
 Houston, TX 77057

GENERAL CONTACT INFO			
Today's Date:		Proposed Date(s) & 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 (50 words or less. Full biographies may be attached)

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SPEAKING EXPERIENCE

Do you have more than three years of speaking and lecturing experience? Yes _____ No _____

Do you have spoken at three or more New Thought churches or education centers to audiences of more than 250 people? Yes _____ No _____

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 or please send links to any on-line content media.**

Title	Publisher and Date

Websites -Please write full URL link:

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DESCRIBE THE PROGRAM YOU ARE PROPOSING: (50 words or less. Attach details if needed)			
Topic:			
Objective:			
Format:	Evening Event	Weekend Workshop	One-day workshop
Sunday Afternoon	Booksigning	Fundraiser	Other
Duration:		Suggested ticket cost to attendees:	
Description:			

SPEAKER'S HONORARIUMS & FEES
What speaker fee, honorarium or percentage of ticket sales from the event are you proposing?

TRAVEL EXPENSES			
Would you provide for your own transportation?	Yes	<input type="checkbox"/>	No
Would you provide for your own lodging?	Yes	<input type="checkbox"/>	No

MARKETING		
How do you plan to advertise and/or market this event? Please check all that apply and fill in the corresponding number of people reached:		
Newsletter	<input type="checkbox"/>	How many on mailing list?
Publisher house	<input type="checkbox"/>	How many on mailing list?
Website	<input type="checkbox"/>	How many visits per day?
Catalog/Brochure	<input type="checkbox"/>	How many on mailing list?
TV/Radio	<input type="checkbox"/>	How many viewers/listeners?
Newspaper	<input type="checkbox"/>	Circulation?
Public Event	<input type="checkbox"/>	Other – please describe:

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OTHER INFORMATION

Please provide any additional relevant information here:

Note:

The Committee thanks you for your submission. If you meet all speaker requirements and have followed the submission guidelines, you will receive a response within 90 days.

Due to the large 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 found at <http://www.unityhouston.org/speakers/speaker-proposals/>