



Dear Prospective Presenter,

Thank you for your interest in presenting/hosting an event at East Bay Church of Religious Science. Please take a moment to complete the "Proposal to Offer an Event" form below and return it to us at your earliest convenience. Your completed form will be reviewed at our monthly Events Committee meeting, (the team meets the 3<sup>rd</sup> Tuesday of every month) and a response letter will be sent to you within one week of the meeting.

Although completing the "Proposal to Offer an Event" form is not a guarantee of acceptance, we do look forward to giving your proposal further review. For your consideration, please keep in mind that,

1. East Bay Church requires at least 15 days to process an event request before an approved event may be promoted.
2. The net profit of workshops, classes, etc. after expenses is 80% to Facilitator and 20% to East Bay Church of Religious Science (EBCRS). Payments are made to Facilitator 3 business days following receipt of invoice.
3. Materials and payment for support items and / or personnel, if any, are the responsibility of the presenter.
4. Facilities may be rented for a fee for any events that are not sponsored by EBCRS; rental rates are attached.
5. When applicable, Programs and Special Events Coordinator works with respective ministry to produce event. If event does not fall under a ministry, the Programs and Special Events Coordinator Team oversees the event directly.
6. For approved requests, the Programs and Special Events Coordinator calendars the event with the Administrative Assistant, and confirms date(s) and room location(s) to requestor.
7. Product sales are the responsibility of the Facilitator with a recommended tithe back to EBCRS. Credit card processing and transactions are the responsibility of the Facilitator.
8. EBCRS will provide the following marketing resources:
  - Full color flyers, 5-weeks prior to event date
  - 3-weeks of Sunday announcements via:
    - Pulpit Announcer
    - Sunday bulletin insert
  - Inclusion in 2 issues of e-Newsletter
  - Website listing on the "Announcements" page
  - Facebook posting via:
    - "Wall" page
    - "Events" calendar
  - Table in Fellowship Area
9. After the event is complete, the Programs and Special Events Coordinator either arranges for a de-briefing of personnel involved in event, or completes a Special Event Evaluation Survey.

Many thanks,

East Bay Church of Religious Science  
Events Team

## **East Bay Church of Religious Science Request for Dates for Program, Events, Special Services Process**

The Admin Ministry has put in place a process for requesting and securing dates on the East Bay Church of Religious Science (EBCRS) calendar for events, programs and special services. All events must be within the mission and vision of the church and follow basic EBCRS values and standards.

The process is as follows:

Step 1- The member will complete and submit a “Request for Event/Program Date Form” no less than one month prior to the date of the event. However, we encourage you to submit the request form as far in advance as possible for proper planning and preparation time. The completed form must be submitted to the EBCRS Office Administrator info@ebcrs.org.

Step 2 –The Events Chairperson (Non-Ecclesiastical) or Director of Education (Ecclesiastical) will review the form to make sure all the information is complete and the program is within the church vision/mission.

Step 3 - The Events Chairperson or Director of Education will submit the form to the Office Administrator (info@ebcrs.org) who is in charge of the Church Calendar. The form and the church calendar will be reviewed to see if the event can be scheduled, based on the availability, cost and the program mission/objectives.

***If Church funding is desired for the event, the request must be approved by Finance Committee or Board of Trustees. This could delay the processing of the request. (The Board meets on the third Saturday of each month.) Each request must include a projected budget form.***

If no Church funding is requested and all else is in order, proceed to step 4. Note: although the Board is not required to approve events, the Events Portfolio Manager for the Board is required to inform the board of activities.

Step 4 - The form will be sent back to the either the Ministry Chairperson/Organizational Head or the member who submitted the request.

### **Important Notes:**

- This process should take no more than 3 weeks.
- ***The member should not assume approval until they get the signed formback.***
- ***No announcements or marketing of the event should take place until the event is approved.***
- The request for event(s) could be denied. There will be an explanation of denial on the submitted form. The member has the right to question the denial and/or provide more information for consideration of approval.

### **Possible reasons for a denial:**

- Date(s) not available
- Conflict with other events on the Church calendar
- Timing and preparation concerns
- Proposed budget or financial funding concerns
- Type of event not aligned the Church vision and/or mission

**East Bay Church Request for  
Event/Program Date Form**

Please submit form to Steward Board or Ministry Chairperson no later than 45 days prior to the date of the proposed event date. The submission of the form is not an approval of the event. The event is officially approved when a copy of this form is returned to you signed by the Board President or EBCRS officer approving Events for East Bay Church of Religious Science.

Today's Date: \_\_\_\_\_ Ministry: \_\_\_\_\_

Submitter Contact Information: Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Program/Event: \_\_\_\_\_ 1<sup>st</sup>

Choice Date/Time: \_\_\_\_\_ 2nd Choice Date/Time: \_\_\_\_\_

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

Proposed Budget for this Event: \_\_\_\_\_ Projected Costs to Church: \_\_\_\_\_  
(Enter N/A if no cost to the church)

Purpose(s) for EBCRS Expenses: \_\_\_\_\_  
(Fully underwritten by Church, Partial funding, Deposit, etc.)

East Bay Funds Needed-Date: \_\_\_\_\_ Amount Needed: \_\_\_\_\_

If Church funding is NOT needed, how will this event be paid? \_\_\_\_\_

Proposed Guest Speaker: \_\_\_\_\_  
(Enter N/A if no Speaker)

Church/Other Affiliation: \_\_\_\_\_

My signature below indicates my knowledge of this planned program. I understand that it is my responsibility to assure this program is carried out in a manner that is in keeping with East Bay Church of Religious Science standards, including protocol. After this program is approved, I will communicate with the church office in a timely manner that facilitates an excellent working relationship between the church and this ministry.

\_\_\_\_\_  
Event Leader's Signature Date

Approved by EBCRS \_\_\_\_\_  
Signature Date

Denied by EBCRS \_\_\_\_\_  
Signature Date

Explanation of Denial \_\_\_\_\_