



UUA GENERAL ASSEMBLY

25 BEACON STREET

BOSTON, MA 02108

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APPLICATION FOR PLANNING COMMITTEE SPONSORSHIP OF MAJOR PROGRAMS AT GA 2004 LONG BEACH, CA

The GA Planning Committee will sponsor up to four Major Programs at the 2004 GA in Long Beach, CA and provide grants up to \$3000 for each program. There will be one Major Program on each day of GA between Friday, June 25th and Monday, June 28th, 2004. The programs will take place in an auditorium that seats approximately 3000. Be advised that Major Programs will be scheduled at times when there is competing programming. Major Programs are not open to the general public; GA registration is required for all Major Program attendees.

DEADLINE: Applications must be received at the UUA by October 15, 2003 at 5:00 p.m. Eastern Standard Time. Late applications will not be considered.

WHO SHOULD APPLY? The Planning Committee will award sponsorship to proposals submitted by UU Organizations, UU Congregations, individual UUs and/or UUA Staff.

WHAT KINDS OF PROGRAMS ARE LIKELY TO BE SPONSORED? The GA Planning Committee is looking for speakers who will appeal to many UUs attending GA. Because space constraints in Long Beach will not accommodate rehearsals, the Planning Committee will be selecting lectures only. Musical/theatrical performances and other complex presentations will not be selected.

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 will not be considered. Please be accurate and concise.

COVER SHEET with the following information:

- Ø Organization or Congregation name of contact person for this event
- Ø Contact person
- Ø Address, Daytime phone number, fax and e-mail
- Ø Total Program Budget
- Ø Proposed Program Title
- Ø Name and biography of proposed speaker(s)
- Ø Summary of proposed program (50 - 75 words)
- Ø Which day during GA would you prefer your event be scheduled – Friday, Saturday, Sunday, Monday, or "No Preference" (Indicate first and second choice).

NARRATIVE (Maximum two pages)

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

- Ø Include information about your interest/expertise with the topic of your proposed program.
- Ø Describe previous involvement in programming, especially at GA.
- Ø 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.

2. Describe your request.

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

3. Finances

- Ø What is the budget for this proposed program?
- Ø List other funding sources for this proposed program, if applicable.

OTHER SUPPORTING MATERIAL

- Ø Letters of support/commitment (up to three) for this proposed program.
- Ø Other material(s) which may be helpful in justifying the selection of this proposal.

SEND ALL MATERIALS TO: GA Planning Committee, UUA, 25 Beacon Street, Boston, MA 02108; fax 617-725-4979.
Direct questions about the application process to the General Assembly Office gaoffice@uua.org or 617-948-4209.