

**Long Island Area Council Sponsored Adult Programming
Process for Ideas and Suggestions**

LIAC Mission: *The Long Island Area Council of Unitarian Universalist Congregations (LIAC) serves as a catalyst to promote denominational awareness and effectiveness through communication, leadership and educational programs. LIAC focuses on education, advocacy, service and spirituality, and serves as a beacon for liberal religion.*

Process for making suggestions for specific adult programs sponsored by LIAC:

- bring your idea to a LIAC officer, LIAC representative or directly to the Adult Program Committee (chair Rev Linda Anderson, revlin23@gmail.com)
- fill out this form and return to Rev Linda Anderson, revlin23@gmail.com
- LIAC Adult Program Committee will consider your idea and get back to you
- if LIAC agrees to sponsor the program, a member of Adult Program will work with you regarding the various details of the program and your role in carrying them out
- upon completion of the program, LIAC will consult with you for an evaluation of both the program and the process

Why bring your ideas for adult programming to LIAC?

- *because through LIAC channels you will reach all LI congregations
- *because this will strengthen UU'ism on Long Island
- *because LIAC has funds to sponsor quality adult programming
- *because LIAC will work with you to make your idea a reality
- *because congregations share educational needs and we can meet those needs
- *because when we come together, we enrich and enhance each other

Please fill out and return to Rev Linda Anderson revlin23@gmail.com

Your information:

Your name _____

e-mail _____

phone _____ Congregation _____

About your program idea or suggestion:

Subject of proposed program _____

Please describe the content of the program, generally _____

Length of program (1/2 day, full day, series) _____

Name of proposed speaker/facilitator(s) if known. _____
If unknown, would you like to help in finding a speaker? ____ Yes ____ No

How do you know speaker/facilitator(s) _____

Amount of speaker's honorarium/fee _____

Contact info for speaker: e-mail/phone _____

Thank you for your ideas and suggestions!

If LIAC agrees to sponsor this program, a representative from the LIAC Adult Program Committee will work with you to bring the program to fruition

Your responsibilities include:

- scheduling a date and host congregation for the program
- determining your target audience (adults only, adults and teens over 16, etc)
- making a budget for the program (speaker, refreshments/meals, supplies, other)
- determining a minimum number of participants needed for the program
- making sure refreshments are provided if appropriate and desired
(Often people from the host congregation can do this.)
- providing publicity information to Karyn O'Beirne 8-6 weeks prior to the event
(You may want to send out additional publicity.)
- working with host congregation on set-up and clean-up
- communicating with the speaker
- arranging for needed supplies and equipment
- making sure you or someone is on site to greet participants, take registrations and payment at the door, welcome the speaker, and generally make sure the program runs smoothly
- having a post-event wrap-up conversation with a member of the LIAC Adult Program Committee

LIAC's responsibilities include:

- helping you find a speaker if needed
- vetting the speaker if they are not known to LIAC
- setting registration fees for attendees
- handling registration for the program
- sending out publicity to the LIAC UU congregations
- reimbursing budgeted expenditures, including the speaker/facilitator's fee