

## Unity of Kalamazoo – *Ideation in Action*

|                  |   |
|------------------|---|
| Concept          | What do you want to do?   |
| Demonstration    | How does this connect to our Mission, Vision or Core Values?<br><br>Who benefits?   |
| Contact Info     | Name:<br>Address:<br>Phone: <span style="float: right;">Best time to call:</span><br>Email:   |
| Resources        | Date of event, class or meeting(s):<br><br>Preferred location or type of space needed:<br><br>Start Time:                      End Time:<br><br>Additional time needed to Set up:                      Clean up:<br><br>Open to general public?                      All who attend Unity?                      Closed group?<br><br>Admission Fee?                      Love Offering?                      Free – no money involved<br><br># of people expected :<br><br>Any food or refreshments planned?<br><br>Any supplies needed from church?<br><br>Any volunteers needed from the church?<br><br>Need support for sound, lighting or audio visuals?<br><br>Any financial investment from the church? |
| Office Use Only: | Who needs to know?<br>Website?<br>E-zine?<br>Announcements?<br>Bulletin?<br>Posters, Flyers?<br>Direct Mail?  |