

UNITARIAN UNIVERSALIST FELLOWSHIP OF HUNTINGTON

Sunday Program Committee Guest Speaker Form

Thank you for considering being a speaker at one of our lay-led worship services. As a liberal religious home, we value messages, perspectives, and expertise from our larger community, and welcome your contribution.

Please complete the form below so that we can make sure your presentation and the rest of the service work well together, and so that we can make use of appropriate media or other promotional avenues. If you need more room, you may write on the back or attach more pages.

DEADLINE - PLEASE NOTE:

- We must have this form completed **no later than THREE WEEKS** prior to the date of the service at which you will be speaking.
- In order to reach large media or promotional avenues, we must have this form **EIGHT WEEKS** prior to the date of the service at which you will be speaking. The less time we have, the less publicity we can do.

Please return this form to your UUHF contact person; or scan it and email it to kenbnken@gmail.com; or mail it to: Unitarian Universalist Fellowship of Huntington, 109 Browns Road, Huntington, NY 11743, attention: SPC Chair.

Name & Title (as it should be announced and appear in publicity)

Best contact number/emergency (cell) number

How/by whom were you contacted/invited, or how did you hear about UUHF?

Availability (or date of service predetermined)

Your topic

Your "take away" message

Several points you will be making

YES NO (circle one)

Your target audience (also helpful to target publicity)

Is presentation child-friendly?

Does your presentation have a particular religious/spiritual perspective? Please describe.

Please list any online videos or other live speaking engagements we may be able to see

Anything else you would like us to know? _____

Please attach a short bio (no more than a page) that we may use as your introduction and for publicity. Include your credentials, history as a speaker, and/or how you developed your expertise.

Also attach a photo, or email a photo to kenbnken@gmail.com

If you know of any particular media/publicity venues you would like us to reach out to, let us know.

