

OAKLAND CENTER FOR SPIRITUAL LIVING
Request Form for Event, Workshop, Seminar or Class



(Form available online at: www.OaklandCSL.org)

Instructions: In order to facilitate a timely response of your request, please complete this form and click the submit button at the end. We suggest you make a copy prior to submitting it, for your reference.

Questions may be directed to the Ecclesiastical Core (EC) Coordinator by emailing: EC@OaklandCSL.org.

PLEASE NOTE: EC meets the first Wednesday of each month and requests will be reviewed quarterly. Please submit request form 3 months before the quarter you wish to present. Requests are tentatively approved by EC and then routed to the appropriate Core Ministry Director. The requests may require adjustments and communication with associated Core Ministry. For guidance, it is recommended that you speak with the appropriate Core Ministry Director before you submit your proposal to EC. See OCSL website at www.OaklandCSL.org for names and contact information of Core Ministry Directors.

1. Today's Date: _____ **Contact Information:**
Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____ Email: _____

3. Using your cursor, click on the most appropriate category for your request:

I would like to present an Event
 I would like to present a Workshop or Seminar
 I would like to present a Class (Series of classes)
 I would like to present a Youth & Family program, event or workshop. (Onetime Event)

SECTION A: Resources your Event, Workshop, Seminar, Class or Program Requires

1. Title: _____
2. Requested Date: _____ **Alternate Date:** _____
3. Start Time: _____ **End Time:** _____ (Please include all time necessary for your set-up and breakdown)
4. What venue/room would you like to reserve?
 Sanctuary Courtyard
 Classroom: How many? _____ Kitchen: Full kitchen? _____
 Social Hall Other: _____
If your set-up requires tables and/or chairs, please identify the number of each size, below:
6' tables: _____ Card tables: _____
8' tables: _____ How many chairs per table: _____
Any other configuration requirements: _____
If you are using tables, will you need tablecloths? Yes No
If yes, who will launder? _____
5. Music: Will your event include music or musicians? Yes No
6. Facility Access: Who is the person responsible for the building key, opening and locking of the facility?
_____ Phone: _____

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7. Audio/Visual Needs: What type of event is this?

Concert Wedding Memorial Rehearsal Workshop Class Speaking Event

Equipment/set-up required:

Instrument microphone(s) Which instruments: _____

Lapel microphone

Podium microphone

Choir microphone

CD console

Power Point

Recording of event

Handheld wireless microphone(s) How many? 1 2

Non-wireless microphone(s) How many? 1 2 3

CD players How many? 1 2 3 4

Direct boxes How many? 1 2 3 4

Monitors How many? 1 2 3 4 5 6

Please provide any other information about your event that would help us with your set-up needs: _____

Note: The Mackie TT24 Digital Mixer in the sanctuary may only be operated by a sound engineer authorized by the OCSL Music Ministry. Sound engineering fee is required.

SECTION B: Detailed Information regarding proposed Event, Workshop, Seminar, Class(es) or Youth & Family program.

1. Please provide a detailed description of the proposed Class, Seminar or Workshop including its specific educational purpose. _____
2. Email a sample flyer for publication and posting to: EC@OaklandCSL.org. (Note: This may be edited for formatting purposes.)
3. How many sessions, classes or weeks is your proposed Class, Workshop or Seminar? _____
4. What is the proposed fee for participants, students or attendees? (Note: Subject to discussion) _____
5. What is your proposed flat fee or percentage fee for facilitation? (Note: Subject to discussion) _____
6. How do the content and concepts of your proposed Class, Workshop or Seminar specifically support or align with the principles of Religious Science, Science of Mind and Spirit, and the Global Heart Vision? _____
7. What specific books and materials would be used? _____ Will these books or materials be duplicated by OCSL Operations or Education Core, ordered or sold through the OCSL bookstore? Please be specific.

8. Email to EC@OaklandCSL.org a copy or sample of teacher or facilitator generated materials being used.
9. Email to EC@OaklandCSL.org a course overview or syllabus.
10. Describe your relevant background and experience in teaching and facilitation, including SOM classes as well as any relevant biographical information. _____

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Bulletin Announcement

Please type the announcement you would like included in the Sunday Bulletin. NOTE: This notice may be edited for formatting purposes. _____

Date(s) the announcement should appear:

Starting date (first Sunday the announcement should appear): _____

Ending date (last Sunday the announcement should appear): _____

Set-up Description: (If a special configuration of tables and chairs is needed, please email a diagram to EC@OaklandCSL.org.)

Describe the set-up you desire: _____

NOTE: If space set-up varies by week or by session for your event, specific requests must be made to the Operations Manager in advance of the needed date.

Budget for Event

1. Money Needed From OCSL:

a. Food _____

b. Performers _____

c. Equipment _____

d. Other _____

TOTAL: _____

2. Money Privately Collected for Event: _____

3. Other Budget Information: _____

Anything Else You Want Us To Know? Use the space below to include any other pertinent information not already identified and discussed.

For OCSL Operations Use Only:

EC Sign-off: _____ Date: _____

Stewardship Sign-off: _____ Date: _____

Date Received in Operations: _____ Event Calendared For: _____

Notes: _____

Event Contact Person Advised of Calendared Date: _____ Date: _____

Event Set-up Design Given to Appropriate Person: _____ Date: _____

If Applicable, Event Contact Person Advised of Approved Budget: _____ Date: _____

Responsible "Key" Person Given Instructions as to Opening and Locking Facility: _____

Operations Sign-off: _____ Date: _____