

Unbound-Michigan Live Free! Conference Proposal Form

- Remit no later than 6 months before first choice conference date.
- When we agree on a conference date, we need three things to secure it on our calendar
 - \$500 nonrefundable deposit; this goes towards conference costs incurred by Unbound-Michigan and will be deducted from the final total for materials and travel expenses. Make checks payable to _____.
 - Collaboration Agreement Form with names of your conference team leaders (the people responsible for the areas listed below under "Host/Sponsor contributes ..."; this is included in your binder pocket
 - Dates for the four required meetings b/w Unbound-Michigan and the Host/Sponsor; call to schedule

Conference Type: One-day Two-day Three-day (see attached doc, "Sample Schedules" for details)

Presenter preference:

- ____ Option 1 - single presenter ____John Kazanjian ____Michelle Kazanjian ____either
- ____ Option 2 - single presenter from UB-MI with local presenter (e.g. priest, deacon, lay leader)
- ____ Option 3 - presentation team (Michelle Kazanjian, other UB-MI presenters, and/or local team)
- ____ Option 4 - no preference

Date preference:

- First choice date _____
- Alternate date 1 _____ Alternate date 2 _____

Please note below any scheduling concerns, such as regular Mass times, confession times, other scheduled events:

Host/Sponsor contributes ...

- Event coordination (in collaboration with Unbound-Michigan)
- Spiritual/Pastoral support (pastoral oversight, music, Mass and confession, intercession for conference)
- Hospitality (food, way-finding, greeting, first-aid; includes hospitality for team training and post-conference prayer appointments if planned, childcare if planned)
- Administration (registration, promotion, book sales/resource table, finances, Emcee and time-keeping)
- Facility (room reservations, maintenance needs, sound/AV inc. recording; parking -- available at all scheduled times in building)
- Prayer ministry (working under leadership of Unbound-Michigan, the responsibility of the host includes recruitment and prior preparation of local prayer ministry team, set up of prayer stations and rooms, managing lines at conference, hosting post-conference prayer appointments)

Unbound-Michigan contributes ...

- Event coordination (in collaboration with host)
- Prayer ministry leadership (experienced prayer leaders, training, conference ministry, follow-up prayer
- Promotion inc. assistance with registration
- Print & AV resources for conference and for training
- Agenda for events

Sponsor/host representative name and contact: _____

Date _____

REMIT TO UNBOUND-MICHIGAN, 742 KUEHNLE ST., ANN ARBOR, MI 48103

FOR UNBOUND-MICHIGAN ADMIN USE ONLY

Rc'd on _____ Date _____

Conference scheduled for _____ (date) at _____ (venue)

Local event coordinator name and contact info _____

Meeting #1 scheduled for _____ (date) at _____ (venue)