

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:

1. A donation to Unbound-Michigan: suggested amount depends on the type of conference (see below)
 - “Sowing” - \$250
 - “Growing” - \$500
2. 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 conference planning packet
3. Dates for the four required meetings b/w Unbound-Michigan and the Host/Sponsor; call to schedule

Conference Details

Conference type

____ Option 1 “Sowing” - UB-MI speaker; group prayer response to teaching; one-day conference

____ Option 2 “Growing”- UB-MI speaker or speaker team, UB-MI prayer ministers partner with your prayer ministers to provide short personal ministry for attendees during the conference; includes training events for your local team and support for team development after the conference

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

Presenter preference

____ Option A - UB-MI presenter (please let us know if you have a preference)

____ Option B - UB-MI presenter with local presenter (e.g. priest, deacon, lay leader)

____ Option C - Presentation team with a different person giving each talk; may include local speakers

IMPORTANT! We must have a minimum of 12 hand-selected local team members prepared no less than three months in advance to offer a “Growing” conference. These do not all have to come from the host church, but should be people open to working together as a ministry team after the event.

Prayer Team preparation includes learning the model (book, conference talks, study group) and receiving personal ministry. Some further training is very helpful, such as serving on another conference team, participating in ministry sessions as an intercessor with UB-MI prayer leaders, or going through Heart of the Father’s training courses.

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:

Live Free! Conference Proposal Form

Conference Team

Host/Sponsor contributes ...

- Event coordination (in collaboration with Unbound-Michigan)
- Spiritual/Pastoral support
- Hospitality
- Administration
- Facility
- [- Prepared ministry team members from local area]

Unbound-Michigan contributes ...

- Event coordination (in collaboration with host)
- Promotion inc. assistance with registration if needed
- Print & AV resources for conference and for training
- Agenda for events
- [- Prayer ministry leadership, training, and support if offering a "Growing" conference]

Sponsor/host representative name and contact: _____

Date _____

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

CHECKS PAYABLE TO UNBOUND-MICHIGAN

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)

Meeting #2 scheduled for _____ (date) at _____ (venue)

Meeting #3 scheduled for _____ (date) at _____ (venue)

Meeting #4 scheduled for _____ (date) at _____ (venue)