

Application for support/sponsorship from Peace and Social Concerns at FMW

Name of contact person for event or program _____

Phone Number _____ email _____

Meeting Affiliation _____

1) What type of event are you interested in?

a. I am interested in helping to bring an event or program that is of a Quaker nature (spiritual, peace, or social concerns related) with the **support** of Friends Meeting of Washington. I can supply content but I will need help with many aspects of organizing the event or program.

b. I am interested in organizing an event or program that the Friends Meeting of Washington **sponsors**. I will do all the organizing of the event, but need sponsorship to underwrite cost of room/space rental.

2) What is the objective of your event? What do you want guests to know or be able to do upon the conclusion of the event?

3) Under which category does your event best fit?

- a. African American history and culture
- b. Asian American history and culture
- c. Book signing/discussion/club
- d. Environment/Sustainability
- e. Immigration
- f. Interreligious dialogue
- g. Latino history and culture
- h. LGBT community
- i. Native American/Indigenous/American Indian history and culture
- j. Peace
- k. Race relations
- l. Social Concerns/Social Justice
- m. Quaker history
- n. Quaker practices
- o. Other _____

4) Who is your target audience? _____

5) What are the top three dates you prefer for your event? _____

6) Are there any major events going on in Washington on your preferred dates? (Election Day, Marine Corps Marathon, Howard Homecoming, etc.) _____

7) What is the public start time for your event? _____

8) What is the public closing time of your event? _____

9) How many guests/attendees do you expect? _____

10) Will there be a registration/sign-up process? If so, what will it be? _____

11) Do you expect VIPs to attend this event (local or national elected officials, ambassadors, celebrities, etc.) _____

12) Do you expect print, digital, or broadcast media to be in attendance? _____

13) Will any items be sold at this event? If so, what? _____

14) How will you promote this event? _____

15) How does your event connect to the Friends Meeting of Washington in particular and the Quaker community at large? _____

16) Please explain in detail what exactly you would like for Friends Meeting of Washington to do to support this event. Please include any and all tangible things you are requesting, such as whether you need a volunteer to design a flier, whether you'd like us to use our email lists to promote the event, how many volunteers you'd need on the day of, etc. _____

17) Have you ever organized an event before? If so, please let us know, in a few sentences, how you would evaluate the last event you've organized.

18) Other than requesting space for the event will you need monetary support such as honorarium, travel support for speakers, funds for publicity, funds for refreshments? Please be specific.