

What Happens Next After I turn in the Event Form as Unity of Dallas ONLY?

Your form goes to the Events team who checks it against a master calendar of events, classes, meetings and rentals.

If the event is one Unity of Dallas has hosted before, it is likely to get approved.

If the event is new to Unity of Dallas, we check it against our Unity principles or check with our senior minister before approving.

After it is approved by our team, if you are RENTING SPACE you will receive a rental contract to sign based on the space you want to use. You will sign it digitally and pay for the rental as the contract specifies.

How Do I Get Promotional Support for my Event/Class/Workshop/etc.?

Once your event is approved, then we add it to our internal calendar and if it is public facing event open to members of Unity of Dallas, it will get added to:

- Events Calendar on the website and the App
- eNews
- social media (Facebook, Instagram)
- Sunday announcements
- Info Calendar in Main Hallway

Some events get wider promotion like the Fall Festival or Love Bears All and may get promoted using these methods:

- Website home page banner
- EventBrite
- Special signage
- Flyers (usually ½ sheet)
- Other website calendars pending topic of event
- NextDoor

What if I have a change to make to the event?

You will contact one of the event team who sent you the contract to sign and they will pass the info on. If there's a change requiring an adjustment to the contract (need AV, additional room or security) they will work with you to update the contract and the terms.

Will anyone else be contacting me from Unity of Dallas about my event?

Only if we have questions about the promotional content or logistics for the event.