

# Gardens for Humanity and Greening Harmony

## Garden, Wellness and Sustainability Workshops Planning Sheet for Presenters

As we plan and schedule our Community Education program for 2014-15 it is important that we gather information in a timely manner so that we can put together our calendar and publicize workshops well in advance.

This form is to be used by organizers and potential presenters to plan and inform the leadership teams of **Gardens for Humanity** and **Greening Harmony** of workshops and presentations.

The target date for our regularly scheduled workshops is the second Saturday of each month with the **Gardens for Humanity** workshop in the morning and the **Greening Harmony** workshop in the afternoon. These times are flexible as circumstances require. We also welcome workshops at other times throughout the month – weekdays, and evenings.

### Return this information sheet one month prior to workshop to:

- **By Email:** board@gardensforhumanity.org *or* greeningharmony@gardensforhumanity.org
- **By Mail:** Gardens for Humanity | P.O. Box 1202 | Sedona, AZ 86339

### Participant Information

|  |        |
|--|--------|
| Name(s):   |        |
| Address:<br><br>[ Street ] [ City ] [ State ] [ Zip ]        |        |
| Telephone:   | Email: |
| Your website or any internet site we can use as a reference: |        |

|  |  |  |
|--|--|--|
| <b>Type of presentation<br/>You will be doing:</b><br>(Check all that apply) | <input type="checkbox"/> Workshop/Demonstration    | <input type="checkbox"/> Discussion            |
|  | <input type="checkbox"/> Volunteer Opportunity     | <input type="checkbox"/> Lecture/Presentation  |
|  | <input type="checkbox"/> Artistic or Entertainment | <input type="checkbox"/> Traditional Practices |
|  | <input type="checkbox"/> Walk and Talk/Tour        | <input type="checkbox"/> Healing/Spiritual     |
| <b>Title of your program:</b>  |  |  |

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Purpose of your participation</b> (what do you want participants to learn):  |   |   |   |   |
| Optimum # of Participants   | Location of program:  | Do you need a facility?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |   |   |
| Time duration:<br>_____ hours   | Special instructions for participants:  |   |   |   |
| <b>Preferred Scheduling:</b>  | <b>START TIME:</b> _____ <b>END TIME:</b> _____   |   |   |   |
|   | <b>DAY:</b> _____ <b>DATE:</b> _____  |   |   |   |
| Materials, resources or equipment needed from us:   |   |   |   |   |
| What will be supplied by you:   |   |   |   |   |
| Do you plan to give participants materials or samples in conjunction with your presentation?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No                            |   |   |
| If, "yes" what is the estimated value of the materials they will receive? We will ask participants to pay for supplies if needed.   |   | \$ _____  |   |   |
| <b>Please write a description of your presentation for web site and print material:</b>   |   |   |   |   |
| <table border="1"> <tr> <td data-bbox="183 1360 813 1761"> <p><b>PUBLICITY &amp; SPONSORSHIP</b><br/>If you have a logo that you would like us to use in publicizing your workshop please attach it with this information sheet.<br/><br/>Send a jpg image no smaller than 250px wide at 200dpi.</p> </td> <td data-bbox="813 1360 1442 1761"> <p>The projects and workshops of <b><i>Gardens for Humanity</i></b> and <b><i>Greening Harmony</i></b> are supported by donations from the community. We offer our presenters a stipend of \$60 for a two-hour workshop.</p> <p><input type="checkbox"/> Yes, I would like to receive a stipend.</p> <p><input type="checkbox"/> No, I would like to donate my time.</p> <p><input type="checkbox"/> I would like to sponsor your workshop with a donation of \$_____</p> </td> </tr> </table> |   |   | <p><b>PUBLICITY &amp; SPONSORSHIP</b><br/>If you have a logo that you would like us to use in publicizing your workshop please attach it with this information sheet.<br/><br/>Send a jpg image no smaller than 250px wide at 200dpi.</p> | <p>The projects and workshops of <b><i>Gardens for Humanity</i></b> and <b><i>Greening Harmony</i></b> are supported by donations from the community. We offer our presenters a stipend of \$60 for a two-hour workshop.</p> <p><input type="checkbox"/> Yes, I would like to receive a stipend.</p> <p><input type="checkbox"/> No, I would like to donate my time.</p> <p><input type="checkbox"/> I would like to sponsor your workshop with a donation of \$_____</p> |
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**GARDENS FOR HUMANITY IS A 501-(C)3 NON-PROFIT ORGANIZATION  
YOUR DONATIONS ARE TAX DEDUCTIBLE**

**P.O. Box 1202 | Sedona, AZ 86339 | WWW.GARDENSFORHUMANITY.ORG**