

***Gardens for Humanity* Community Education**

Garden, Wellness and Sustainability Workshops Planning Sheet for Presenters

As we plan and schedule our Community Education program 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*** of workshops and presentations.

We will use your proposals to develop a calendar of workshops and presentations, and publicity. These times are flexible, as circumstances require. We will usually charge participants a \$10 registration fee for workshops, plus cost of materials if any

Return this information sheet no later than one month prior to workshop to:

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

Participant Information

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

Type of presentation You will be doing: (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
Title of your program:		
Purpose of your participation (what do you want participants to learn):		

Optimum # of Participants	Location of program:	Do you need a facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
Time duration: _____ hours	Special instructions for participants:	
Preferred Scheduling:	START TIME: _____ END TIME: _____	
	DAY: _____ DATE: _____	
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 as needed.		\$ _____
Please write a description of your presentation for web site and print material:		
<p>PUBLICITY & SPONSORSHIP</p> <p>If you have a logo that you would like us to use in publicizing your workshop please attach it with this information sheet.</p> <p>Send a jpg image no smaller than 250px wide at 200dpi.</p>		
<p>The projects and workshops of <i>Gardens for Humanity</i> are supported by donations from the community. We offer our presenters a stipend of \$75 for a two-hour workshop plus costs for materials.</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>		

**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