



Presents

**UNITY
IN OUR
COMMUNITY**

DIVERSITY - UNITY - COMMUNITY

The mission of One Planet United Organization is:

“To be a channel helping to create World peace, breaking down barriers that focus on differences, as well as promoting visionary ways to unite all people.”

“Unity in Our Community” is one of our visionary ways of uniting *all* people who can often times see differences and forget that it is truly our hearts and our souls that join us together as people. Our religious affiliation, skin color, financial status, political beliefs and other ways we may be different from one another should not be areas that divide us as people. We believe that if we begin at the local community level with programs like “Unity in Our Community” town by town and city by city will grow to where people can break down any walls that often divide them from others, thus coming closer to a peaceful world.

If you need further help in bringing “Unity in Our Community” to life in your community, you can call us at (954) 340-2115 or 1-866-340-2115 or email us at info@opunited.org. We’ll be here to help in any way we can. Our wish is that your event is so inspirational and successful it will become an annual event.

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Unity in Our Community

Often in today's world, we tend to divide ourselves from one another by what house of worship we attend, the color of our skin, the side of town we live on, what schools our kids go to, or who we vote for. Of course it is quite normal and natural to enjoy being with people that we share things in common with. The problem can be though that at times we forget that in order to live in a community of peace and harmony, we have to be able to stand in unity with those that are different than we are. We often only see others as members of a particular group rather than individuals who are human beings with hearts, emotions and feelings.

A "Unity in Our Community" celebration program is designed to bring people together from all different walks of life through the medium of music, dance, drama and speaker presentations. The focus of this program is on embracing diversity, creating community and promoting unity using the arts as the connecting vehicle. It is not a religious event nor is it a political event. It is mainly an experiential community celebration of humanity that is designed to unite and inspire all who attend.

Everyone in the world had the unfortunate experience of witnessing the horrors of September 11, 2001. It was a day that will be imprinted in the hearts and minds of everyone on the planet. Aside from the tragedy that was at the forefront, a phenomenon occurred that day that was unlike anything that had ever been witnessed before. It was as if we were all literally peeled down to the bottom layer of who we were as people. We witnessed the opening of many hearts and souls as people everywhere reached out to help anyone who was in trouble. When people were reaching out to help each other, on this day, they were not reaching out to those who they might have considered "their kind." All of the divisions that often separate us were stripped away. People were reaching out to help "human beings" in need of help. It was a day that most of us would agree, we became "One."

Even though the passing years have helped us heal much of our grief and pain, a "Unity in Our Community" celebration is designed to bring back a reminder of the goodness of humanity as well as a vision for going forward. That being, the need to solidify *the commitment* we must all make to look out for each other and care for all of our brothers and sisters that we live with in our community and in the world.

GENERAL

A "Unity in Our Community" celebration is designed as an experiential event using music, dance, drama and speakers to bring a message of unity and understanding to all in attendance. Speakers can be local humanitarian leaders who live in the community or a well known speaker can be retained for the event. The drama, dance, and musical performers should be individuals and groups from the community where the event is being held. If funding is available, a popular singing group or soloist can be retained for part of the music offering. A sample outline with a suggested format is included in this template.

PURPOSE

This event can be presented for one of the following:

- A special event for everyone in the community. Suggestion is that admission be free or a minimal fee charged if funding is needed. If a corporation/s or business/s is sponsoring the event, admission can be no charge.
- A fundraising “Special Event” for a local school, charity or other non-profit organization. Ticket prices would be based on expenses that have to be paid for such things as the venue cost, advertising, promotional costs, professional fees etc. as well as the fundraising objective. Many groups and organizations hold special events such as golf tournaments, walk-a-thons/5K races, dinner dances etc. as a vehicle to raise money. Hosting a “Unity in Our Community” celebration would be a great alternative.

These fundraising events are either hosted by the charity organizations themselves or individuals/small groups can volunteer as a “third party” to host the event. The third party then passes along the proceeds to the designated benefactor.

PLANNING

Committee:

Gathering together a startup committee of 6-10 people is suggested to insure that the many jobs that are necessary to hold a successful “Unity in our Community” event will be evenly distributed. Often in various communities, there are groups that gather that might want to be the initiators of hosting a “Unity in our Community” Celebration. Some examples might be:

- Multi-Cultural Committees
- Interfaith & Interdenominational Groups
- Rotary Clubs
- Chambers of Commerce

Note: If the event is being held as a fundraiser, either the organizations volunteers or the “third party” volunteers can make up a good portion of the committee.

Committee Jobs:

General Chairperson, Speaker Coordinator, Publicity & Advertising, Accounting/Expenses, Volunteer Coordinator, Stage & Sound, Musical Director, Refreshments Chair, Sponsorship Chairperson, Video Specialist, Event Program Designer, Tee-Shirt sales, Fundraising Chairperson. (depending on the size of the event, it is possible that some of these positions will not be necessary to be filled.)

Time needed:

In order to insure a successful “Unity in our Community” celebration, a minimum of four to six months planning time is suggested.

Location:

Finding a location to hold the event is one of the first initiatives when beginning. Civic, community, or performing arts centers as well as local school auditoriums are the best places to conduct a “Unity in our Community” event. Estimating how many people will attend has an impact on how large a venue that will be needed. Often times, certain facilities will offer significant discounts on rent for community events and sometimes the facility will be donated, especially if the event is benefiting a local charity.

Social Action:

A suggestion to add an additional social benefit to the celebration is to have admission be tied in with collecting non-perishable food items and toiletries for local food pantries. In all marketing materials, the following statement can be added:

“As an outreach for the community, non-perishable food items and toiletries will be collected and distributed to local food pantries.”

Creating a Theme:

Choosing a powerful theme is an important part of the success of the event. When the committee meets for the first time, it is suggested that a theme be chosen that can be used in all of the marketing materials that will be distributed when getting the word out. Here are a few suggestions that can be used:

“Unity. If Not Now; When?”
“We’re All In This Together”
“Diversity Happens. Unity Is a Choice”
“United, the Whole World Can Stand”
“Honoring Diversity, Not Division”
“Celebrating Humanity”
“See First the Heart”

Theme Songs:

A musical presentation to open and close the show can often have a powerful effect. Whether it is performed live or on a track, music has the power to help open the hearts of those in attendance. Here are a few suggestions that can be used: (see uioc #4 for sample template)

“River of Love” by David Foster
“Where is The Love?” by Black-Eyed Peas
“You Raise Me Up” by The Secret Garden
“We Are the World” by collaboration of artists
“Niki Nana” which means “We are one” by Yanni
“Black and White” by Michael Jackson
“It’s About Time” by John Denver

“World’s Apart” from the soundtrack “Big River”
“Let’s Talk About Love” by Celine Dion
“Testify to Love” by Wynonna Judd
“We Are Family” by The Staple Singers
“Imagine” by John Lennon
“Everyday People” by Sly and the Family Stone
“Just Another Part of Me” by Michael Jackson

Music Groups and Soloists:

Local musical groups, soloists, choirs, adult and high school choral groups welcome the opportunity to perform in events of this magnitude. Contact directors of these groups and you should have little difficulty in finding people that would love to participate. All musical presentations should reflect the theme chosen.

Dance Groups/Step Teams:

Local dance groups and step teams can be contacted and asked to participate in the program. Interpretive dance and all dance movement in general can help create a powerful impact on the audience. All choreography should reflect movements of unity. The suggested theme songs are all very powerful when dance groups perform to the music track.

Drama Groups:

Local drama groups from area high schools, colleges and theatre companies can be contacted as potential participants. The OP United “Looking Glass Theatre” drama program offers an assortment of short plays that are aligned with the nature of a “Unity in our Community” event. There is an assortment of scripts to choose from that are designed to bring a message of unity to *all* people.

Cheerleading Groups:

Local High Schools can be contacted to participate in the program. Presenting a cheering performance with the theme of unity can be a great addition. Cheerleading is the ultimate expression of unity. It is crucial that everyone work together.

Program Outline:

The program should be approximately 2 hours in length, including a 15 minute intermission. Suggested format might be: (see uioc#4 for sample template)

INTRO – Welcome

Musical or Dance intro (10 minutes)

First Speaker – (10 minutes)

Musical, Drama or Dance - (5 minutes)

Second (Youth) Speaker – (10 minutes)

INTERMISSION (15 minutes)

Refreshments and tee shirt sales (if applicable)

Musical, Drama or Dance – (5 minutes)

KEYNOTE speaker- (approx 20 minutes)

CLOSING - Comments and musical or dance closing

(Refreshments could also be served at the end of the program.)

Admission Cost:

Admission price will vary depending on initial cost outlay and degree of corporate sponsorship. Also, as noted earlier, if this is a “Special Event” fundraiser, ticket prices should be set accordingly. Free admission is possible with corporate and business involvement which is a great way to expose many in the community that under normal circumstances, cannot afford to pay for tickets. (See sponsorship description and sample letter.) If sponsorships cannot be secured, a nominal admission cost can be charged to help cover expenses. Suggested cost is \$5.00 (adults) and \$3.00 (youth.)

COMMITTEE MEMBERS – Job Descriptions

General Chairperson:

Oversees all sub-committees. Chairs the monthly committee meetings and prepares the meeting agenda. Records minutes of meetings or asks for a volunteer to do so. Makes up group email list for ongoing communication.

Speaker Coordinator:

Secures speakers for celebration. Nationally known speakers (see speaker list at the end of this program) have the potential ability to attract a larger audience, but normally require sizable speaking fees. The committee can decide, based on the venue, audience, and number of sponsors, whether securing a recognized speaker is the way to proceed. One Planet United Organization speaker’s bureau can be contacted for events that will be held in the Central and South Florida area. Fees for speakers from the OP United Speaker’s Bureau are determined by contacting our office. Reimbursement for travel expenses will be additional.

Many communities have very active local leaders (adult and youth) that would make great keynote speakers. Most often they do not require a speaking fee. The committee might inquire within some of the local groups and organizations regarding finding potential speakers. A few examples might be:

- Multi Cultural committees
- Youth leaders(either school or community)
- Interfaith committees
- Local outreach organizations

Publicity & Advertising Chairperson:

Seeks out and secures all publicity opportunities. Most general publicity can be done as editorials in your local town newspaper and other publications by sending a press release to the editor. See sample letter (uioe#1) or media relations form (uioe #2) for sample ideas.

Other publicity options:

Posters and flyers can be displayed in high visibility areas such as super markets, libraries, community centers etc.

Advertising space in local publications is another form of publicity and can be purchased to help promote the event with money from corporate sponsors. Keep in mind that many publications will run ads for non profit community events at discounted prices or sometimes for no charge. (See Sponsorships)

Sponsorships Chairperson:

Responsible to solicit and secure all possible sponsorship opportunities. Chair will mail out solicitation letter (see form uioe #3) and follow up with a personal visit and/or phone call. Money raised from corporate sponsors can be used to pay for expenses as they arise. Expenses include rental space for the hall (if not donated), speakers fees (if not using local speakers) refreshments, event program, posters and promotional materials etc. All proceeds after expenses can be donated to a designated charity in the community chosen in advance by the committee. The charity will be the designated non profit corporation that will present the event, thus corporations and businesses can often times take a tax deduction from their sponsorship donation. The selected charity name should be included on all flyers and public relations materials noting that all proceeds will be donated to charity.

Who to Contact - Local Companies, Businesses and Corporations:

Sponsorships are often secured from local companies, businesses and corporations in the community. It is a good fit for them to use their promotional dollars to sponsor community events. Many corporations have foundations set up that provide financial grants and funding for organization and community events that they believe make their community a better place. As well, their donations provide tax deductions for their company, so they always look for non-profit programs and organizations to support.

***Community Relations Bureau:**

Another possibility for sponsorship and fundraising is to inquire with your city, town or village community relations bureau. Many of these community relations organizations offer scholarship money for nonprofit organizations and community events that are held in their local area. (adapt form uioe #3 for Community relations bureau.)

***Rotary Club, Kiwanis Club and Chamber of Commerce;**

Many local civic groups often fund outreach events that are presented with the goal of making their community stronger. (adapt form uioc #3 for Rotary, Kiwanis and C.O.C.)

***Foundations and Individuals:**

Local foundations and individuals/philanthropists will often sponsor community events. (adapt form uioc #3 for individuals)

Note: Many companies and businesses do not contribute financially to community events but are quite willing to donate “In Kind” goods or services. Examples would be companies such as a flower store that will donate flowers to be placed on the stage; printing companies that will underwrite the cost of flyers and event programs or a photographer that would donate his or her time to insure that good photographs are taken.

Financial Accounting Chairperson:

Collects and tracks all sponsorship and ticket sale money. Pays all invoices and expenses.

Ticket Chairperson:

Responsible for overseeing and tracking distribution of all tickets including box office sales, promotional and performer tickets and tickets for the media.

Music, Dance and Drama Director:

Oversees the design and layout of the program. Seeks out local talent that will participate in the program. (Dance groups, drama groups, music and choral groups, soloists etc.)

Sound/Lighting and Stage Chairperson:

Responsible for stage set up sound and lighting. The stage should need very little attention for the evening because of the nature of the event. Some venues will already have sound and stage personnel that are paid employees, so volunteers would assist.

Volunteer Coordinator:

Recruits volunteers that will be needed on the day or evening of the event. Volunteers help out as ushers, distribute programs, sell t-shirts, and work at the will call ticket table. Volunteers will also be needed to serve refreshments if applicable.

Refreshments Chairperson:

Oversees the purchase and set up of refreshments to be served at intermission or following the celebration. Often, large soft drink and bottling companies as well as restaurants and food stores, will donate beverages for community and non profit events. Make sure to add their name to all marketing materials in exchange for donated beverages.

Event Program Chairperson:

Responsible for creating and designing the event program. Sees that all sponsors, designated charities, and individual's names and their submitted material (names and logo's) are listed.

OPTIONAL ADDITIONS TO THE PROGRAM:

“Humanitarian of the Year Award”

Honoring a local humanitarian is a great way to make the celebration even more inspiring and powerful. Solicit nominations a few months in advance from local community leaders or the general public who know someone who devotes their life to serving others. Present the award to the winner during the event.

(See sample template uioc #5 for announcement)

“Unity in our Community” Tee-Shirt - Fund Raising:

Tee shirts can be sold at the event raising additional funds with proceeds going to the designated charity. It can also be a way to provide a souvenir to audience members. ONE PLANET UNITED offers a “Unity in Our Community” tee-shirt specially designed for this program. T-shirts can be purchased at a reduced rate of \$8.00 plus shipping charge and sold before and after the performance for \$12.00-\$15.00.

Call One Planet United at 1-866-340-2115 for more information. (6) Weeks delivery time is needed.



Sizes available: Small-XX-Large

Colors available:

White

**Special colors available by request with
36 piece minimum order.**

(Pre-payment required)

Securing a Keynote Speaker

Public Figure, Ambassador, Author, Humanitarian, etc.

Securing a keynote speaker of prominence and notoriety is usually done through a speaker's bureau. These are companies that act as agents for many people who are "in demand" as a speaker. The committee chairperson will need to look up the noted websites and make contact with the agencies to ascertain the desired speaker's availability as well their speaking/appearance fee.

BOOKING RESERVATION:

Timing: It can take anywhere from three months to sometimes more than a year to book a recognized speaker. Often, the date to host a "Unity in our Community" event will be chosen related to the availability of the selected speaker.

Cost: Costs vary greatly depending on the popularity of the speaker. It can cost as little as \$2,500 and be as high as \$50,000 for a one day event. Once again, budgets to secure speakers will greatly depend on corporate sponsors and how much money is secured from these sponsorships. Listed below are two agencies that can be contacted for more information. There are many more listed on the web. Type in "Speaker Bureau's" in your search engine.

Big Speak Inc.
3079 Calle Pinon
Santa Barbara, Ca. 93105
805-569-0654
805-569-9826 fax
www.bigspeak.com
info@bigspeak.com

Harry Walker Agency Inc.
355 Lexington Ave. 21st floor
New York, N.Y. 10017
646-227-4900
646-227-4901 fax
www.harrywalker.com

Many agencies offer plenty of added information, tips and ideas on promoting a successful event as well as people you can talk to for help and suggestions.

Notable Speakers Endorsed by

ONE PLANET UNITED

Marianne Williamson – author, lecturer, advocate for peace

Jane Goodall – United Nations messenger for peace

Neal Donald Walsch – author “Conversations with God” series.

Barbara Marx Hubbard – Foundation for Conscious Evolution, futurist

Dr. Wayne Dyer – author “The Power of Intention”

Dr. Deepak Chopra – author “The Seven Spiritual Laws”

Della Reese – minister/singer/actress

Patch Adams – Founder of “The Gesundheit Institute”

Jack Canfield – author “Chicken Soup for the Soul” series.

Dr. Maya Angelou – poet, author, actress, civil rights activist.

Gary Zukav – author “The Seat of the Soul”

Harold Kushner – Rabbi/author “How Good Do We Have to be?”

www.freethechildren.com – contains speaker’s bureau list of young people. Main mission is getting children involved in changing the world. Advocates of community volunteer programs.

There are many qualified speakers who embrace the ideals of One Planet United. If you know of someone you believe we should add to our list, please let us know at info@opunited.org

We will continually be updating our list of suggested names of possible keynote speakers. Check our website for updates. To contact the speakers bureau of One Planet United, please visit our website at www.opunited.org

One Planet United is also available to help and assist with securing a speaker for your event. You can call us at 954-340-2115 or email us at: info@opunited.org

After the initial meeting, it is suggested that the committee meet monthly to keep up with progress, updates etc. Make a group email list to send out meeting minutes and a reminder of the next scheduled meeting. If a committee member is struggling with the job that they have volunteered for, they can make it known at the next meeting and ask for help and ideas to overcome any obstacles.

It is suggested that all monthly meetings gather at a consistent time, day and date (ie; First Wednesday of each month at 7PM or third Monday of each month at 7:30PM) so all committee members can plan ahead and put the selected dates on their calendars well in advance. Ahead of time planning is the key to a cohesive committee. As was mentioned in the planning section, a six month minimum time frame is a way to insure that all that is necessary to create a successful “Unity in our Community” will be accomplished.

A short video clip highlighting a “Unity in our Community” Celebration can be seen on our homepage. Visit www.opunited.org

NOTE:

One Planet United Programs/Templates are continually being updated. Please visit our website often for most recent updates.

SEE SAMPLE LETTERS FOR PROMOTIONAL HELP :

Press Release/General announcement – uioc#1

Media Relations form – uioc #2

Sponsorships - Corporate, Community, Civic and Individual – uioc #3

Event Program – uioc #4

Humanitarian of the Year – uioc#5

(Sample Letter - uioc #1)

Press Release/General announcement:

*The community of (Name) announces a very special event
being presented on (Day) (Month) (Year).*

(name)

Presents:

A

***“Unity in Our Community”
Celebration***

(Theme Title)

The City of (name) is proud to announce The First Annual “Unity in Our Community” celebration presented by (name) that will be held on (Day, Month, Year) at (Location). The time of the event will be (time). This program was designed to bring our community closer together regardless of what side of town we live on, where we worship, what color our skin is, what political party we endorse, etc. The need to see ourselves as more than what “groups” we might align with is essential to healing in a time when there is a great deal of turmoil and unrest in the world.

The keynote speaker will be (name) who will be presenting a message on the topic of (Theme). There will also be presentations by (Name), and (Name) and Youth representative, (Name). Also special musical presentations will be performed by (Name) and (Name) as well as drama and dance performances by (Name.) Everyone in the community is invited to share in this very special celebration. Admission is (\$\$). Tickets are available at (Location) or by calling (contact).

(Sample form - uioc #2)
Media Relations Form

PRESS RELEASE

Contact:
Phone:

FOR IMMEDIATE RELEASE
(month) (date) (year)

“Unity in our Community” celebration presented by (name) designed to promote tolerance, respect and appreciation for all people in the community.

WHAT: The first annual “Unity in Our Community” celebration is coming to (city name). Speakers will include (City Official), Community leader (Name), and Youth leader (Name) as well as nationally known (Name) who will be the keynote speaker. There will also be musical, drama and dance presentations by (Name) and (Name).

WHY: In light of recent national and world events, it is fitting that we all gather together as a community. The theme of the event is titled (Theme) and the speakers will address such topics as: promoting tolerance, building community and embracing world peace as well as the need to eliminate prejudice. With greater understanding and deeper compassion for *all* people, we have a greater chance of helping to create a more peaceful world.

THEME: (Title)

WHEN: (Month) (Date) (Year)

WHERE: Location (street and address)

WHO: Everyone is welcome.

ADMISSION: (\$\$\$)

MISC: Refreshments will be provided.

(Sample letter - uioc #3) - 3 part letter
Corporate, Community, Civic and Individual solicitation

To our potential sponsors; corporations, business owners, foundations and individuals,

*The community of (Name) announces a very special event
being presented on (Day) (Month) (Year).*

(Name)
Presents:

A
“Unity in Our Community”
Celebration
(Theme Title)

The program will be held at the (Name) and will begin at (Time). This event has been designed to draw people in our community closer together by sharing in a celebration that will feature speakers whose message will be dedicated to the need for greater unity among all people. Often our differences can keep us believing and feeling that we don't have a lot in common with people who are not of the same financial status, skin color, political affiliation, or expression of faith. The aim is to bring forth a message of the many ways that we are the same and the hope that as we practice unity in our community, it can then in turn have an effect on the world at large. There will also be special musical, drama and dance presentations in keeping with the theme of our need to see our similarities and not our differences. The focus of this evening is solely to bring our community closer together and to create more awareness of the need to be more united as people.

We are writing to you to ask that you participate as a sponsor of this very special community event. We will be offering tickets to all who wish to attend at (no charge or \$\$\$) so your financial support would be greatly appreciated. Financial sponsors are needed to help with the cost of rent for the facility, refreshments following the concert, the event program, posters and promotional materials. The proceeds after expenses will be donated to (designated charity) in our community. By linking your company with this very special purpose, you will be elevating your community as well as your company. All of our corporate/business sponsors will be listed in our event program and on all promotional materials, flyers and posters. V.I.P. tickets will also be distributed to all sponsors.

We thank you in advance for your participation. You will be helping to unite our community and bring us closer to peace with all our neighbor's here in (Name) and beyond.

Sincerely,
Unity in Our Community Committee

Part 2

(Include this form with solicitation letter. Adapt as needed.)

Levels of Sponsorship:

***Platinum Sponsor** \$2,000-Title Sponsor.

Your company will be named as the title sponsor. Full name recognition on the front of event program and top billing on all banners and promotional materials. Special reserved seating at the event. (25) V.I.P tickets provided.

***Gold Sponsor** \$1,000

Your company will be listed on all posters, banners and promotional materials. Special reserved seating at the event. (15) V.I.P. tickets provided.

***Silver Sponsor** \$500

Your company will be listed on all posters, banners and promotional materials. (6) V.I.P. tickets provided.

***Bronze Sponsor (Individual)** \$200

This level of sponsorship is mainly for individuals. Your name will be listed in the event program. Can be anonymous if desired.

***In-Kind Sponsor** Goods and Services

Your Company will be listed on all promotional and marketing materials. (6) tickets provided.

To participate as a sponsor please fill out your desired level of participation and mail with a check to:

(Name)

c/o "Unity in Our Community"

(Address)

If you have any questions or would like further information, please contact:

(Name)

Phone:

Email:

(This is only a sample. Wording and financial levels of commitment will vary depending on your geographical area. Also, the financial levels of commitment will be higher or lower depending on whether a keynote speaker with a fee is used or local/community speakers are used.)

Part 3
(include this with solicitation letter and levels of sponsorship)

“Unity in our Community” Sponsorship

___ **YES!** We will help support our community and take advantage of the opportunity to reach thousands of (location) residents.

Please select one

___ Platinum Sponsor - \$2,000

___ Gold Sponsor - \$1,000

___ Silver Sponsor - \$500

___ Bronze Sponsor - \$200

___ In-Kind Sponsor

About You

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

E-Mail: _____

For additional information contact: Send your check made payable to:

(Name)

Sponsorship Chairperson

Tel:

Email:

THANK YOU!

(Sample program - uioc #4)

(Name)
Presents:

A
UNITY IN OUR COMMUNITY
Celebration

“CELEBRATING HUMANITY”

PROGRAM:

**Opening remarks - Chairperson*

**Intro – Mayor or Community Leader*

**Dance Group “River of Love”*

**Adult Speaker - (5-10 minutes)*

**Soloist – “It’s About Time”*

**Youth Speaker – (5-10 minutes)*

**Dance Group – “Let’s Talk About Love”*

INTERMISSION

**Choir/Choral Group – “Testify to Love”*

**Drama Short – “Thursdays with Martin” (See OPU Program - Looking Glass Theatre)*

**Keynote Speaker – (20-30 minutes)*

**Dance Group – “Niki Nana” (We Are One)*

Possible Video in conjunction

**Closing Comments*

(This is an example that can be used for your event. The theme and music selections for all numbers will be chosen by the committee.)

(Sample form - uioc #5)
Humanitarian of the Year

Announcing:
The First Annual (City/Town)
“Humanitarian of the Year”
Award.

(Event host), announces that they will be presenting the first Annual “Humanitarian of The Year” Award to a deserving (town or city) resident. The presentation will be made at an upcoming event presented by (name) called (event name) which will be held at (location) on (date) at (time).

Nominations are being accepted now through (date). Guidelines are as follows:

Write a short essay, not to exceed 500 words, describing the “human being” you wish to nominate. A humanitarian is defined as someone who loves human kind in general, and is devoted to the promotion of human welfare and the advancement of social reforms. All descriptions should include any humanitarian accomplishments, mission, causes, etc. that your nominee is involved with, such as acts of courage, volunteerism, overcoming difficult life circumstances or service to humanity in any way.

A committee will review all nominations and present the award to the winner at the (event name) celebration.

Send nominations to: (Chairperson)

Address:

Or email to: (email address)

*This example can be sent as a press release for publication in all local newspapers and magazines.