



Connect Group Online Request Form

Please fill out this form completely and email to Jenny a minimum of 15 days before your group begins.

Date form was submitted to Jenny _____

Date(s) of Your Group: _____ Time: _____

Topic: _____ Host(s): _____

Name(s) of Guest Speakers: _____

Advertising:

Do you have a design or logo you want to use? Just the F→L Logo is fine ____ Yes* _____

*If yes, email Oliver what I need ASAP.

Zoom Planning:

How many speakers are there total? ____ How many will need to screenshare? _____

What type of content is it (check all that apply)? Videos w/sound ____ Documents/Photos ____

Who is sharing the content (check one)? CUMC Staff ____ or Each Speaker will Share ____

Do you require use of a CUMC account (Work of the People, Cokesbury, etc) for any of your content? *If so, please list each item below:

*Jenny will contact you about the purchase or download of these items.

Do you need a CUMC Staff Facilitator for your connect group/event? If so, list all dates/times: _____

I would like the CUMC Staff facilitator to help me with (check all that apply):

Screenshare all content ____ Take attendance ____ Chat w/attendees ____ Send recording link ____ Other (list here) _____