Cultural Programming Advisory Council (CPAC)
CultureScape Program Proposal Form

Program Name:					
Program Date:		Start Time:		End Time:	
Program Location:					
Location reserved through what office/dept?					
Expected Attendance:					
Is this event free? (Y/N)					
Is this event open to all students? (Y/N)					

CO-SPONSOR INFORMATION

Student Group Submitting Proposal:	
Number of Members:	
Contact Name/Signature:	
Phone:	
E-Mail:	

Co-Sponsoring Group/Dept/Faculty:	
Number of Members:	
Contact Name/Signature:	
Phone:	
E-Mail:	

List other participating organizations & # of members in each	

PROGRAM DESCRIPTION: IMPORTANT! How does the proposed program meet the guidelines established by CPAC's definition of cultural programming? (see addendum)

COLLABORATION

What will be each group's responsibility in planning, funding, and working the event?

How will the program further cultural awareness on campus?

If funded, how will the Cultural Programming Advisory Council's sponsorship be recognized?

How will the event be evaluated?

How did your organization learn of the Cultural Programming Advisory Council's fund?

FUNDING INFORMATION

Funding Contributors (not including CPAC)

Organization/Dept.	Amount	Confirmed? (Y/N)	If no, when? (date)	Contact Email
i.e. Philosophy Dept	$100.00	Y		dsmith@jhu.edu
TOTAL:				

Program Expenses

Item	Amount	Vendor	Invoice/Quote Attached (Y/N)
i.e. Tent Rental	$350.00	Tents R Us	Y
TOTAL:			

Amount Requested from the Cultural Programming Advisory Council:	
Student Group Account Number for Funding Transfer:	
JHU Staff Member Responsible for Account Administration:	

Alcohol Addendum

Complete this section if there is to be alcohol served at the event.

What non-alcohol beverages and/or food will be available at the event?

What approved third party vendor will be used for the event (supply name, phone, and email)?

Who did the organization contact to arrange for security for the event (supply name, phone, and email)?

What steps will be taken to ensure underage guests are not served alcohol? What will be done if underage guests are found with alcohol, or if alcohol has been served to them?