

San Joaquin Delta College--Diversity Committee,
Cultural Awareness Programs Subcommittee (CAPS)

EVENT PROPOSAL

Producer: _____

Co-producer(s) (if any): _____ :

Contact Phone: _____ E-mail _____

Description of event:

Type of event (e.g., speaker, workshop, potluck, combination, etc.):

Name of featured presenter(s)

Title of event:

Cost of presenters plus their expenses, if any:

Detailed description of event:

Attendance estimate: (note how many under 18 to request extra security)

Date/ Day of week/ & Time (Thursdays 11:30-12:30 College Hour preferred):

Length:

Proposed place (e.g. Atherton, the Quad, Tillie Lewis, Upper Danner, etc.)

Other Costs: (e.g. facilities, ushers, food, printing, etc, if known)

Requested Resources, including parking permits:

Publicity proposal ideas: