**CONCERT AND LECTURE SERIES**

50 PHELAN AVENUE • BOX L230 • SAN FRANCISCO, CA 94112 • 415- 239-3580

**EVENT PROPOSAL**

Department chair initials \_\_\_\_\_\_\_\_\_

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| --- | --- |
| Today’s date: | Event Title: |
| Submitted by: | Event Date/Time: |
| Phone/Box: | Presenter: |
| Kind of program: | Address: |
| Amount requested: $ | Phone: |
| Shared cost? How much?  FOAPA: | SS#/TAX I.D.: please provide upon approval of proposal. |
| Who will host? | Class(es) attending: |
| # enrolled in class(es) | Instructor’s name: |

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| DESCRIBE THE EVENT: |
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|  |
| IDENTIFY THE **DEPT./PROGRAM** STUDENT LEARNING OUTCOME: |
|  |
| IDENTIFY THE **CLASS** STUDENT LEARNING OUTCOME: |
|  |
|  |
| TECHNICAL REQUIREMENTS: |

|  |  |
| --- | --- |
| Proposed location: | Confirmed room reservation**:** yes\_\_ no \_\_ |
| (If Diego Rivera Theater, attach approved form) | Contact for reservation: |
| Other concurrent events (e.g., reception, book signing): **WHO WILL BRING BOOKS?** | Contact for concurrent event: |
| **FLYER FOR THIS EVENT MUST BE REVIEWED AND APPROVED BY CONCERT & LECTURE BEFORE PRINTING.** | E-Mail to: Lori Brown, Coordinator  [lbrown@ccsf.edu](mailto:lbrown@ccsf.edu)  Concert and Lecture Series  50 Phelan Avenue, Box L230  San Francisco, CA 94112  Queries: (415) 550-4474 or 239-3580 |

**All considerations for events are made only upon appropriate authorization. 5/9/19**