CNSLC PROGRAM PROPOSAL SHEET

YOUR NAME(S) ______________________________________________________________________________
YOUR MAIN CONTACT EMAIL _____________________________________________________________
TITLE OF PROGRAM: _______________________________________________________________________
SUGGESTED DATE(s) OF PROGRAM:____________________________________________________

DESCRIPTION OF EVENT
- What will you do? Give a general overview and description of your program.

ACADEMIC FOCUS
- What will be the specific academic focus of the program? What will students take away from the program? Does this have opportunities for future exploration, programs, or involvement? Does the program connect with specific classes or topics at CSU?
- What resources are you planning to make, present, or use?

BACKGROUND RESEARCH & MOTIVATION
- What inspired this program? Have you done any background research on the topic(s), place, activity, etc.? Will this program be of a benefit (academic, personal, professional) to you?

TARGET AUDIENCE
- What specific CNSLC students are you targeting? Why are you targeting them? Why would this be interesting or beneficial to the students or the CNSLC community?

ADVERTISING
- Include an advertising plan. You will have PAL support with this, but list any ideas you have for the most effective types of advertising and recruiting for your program.

LOCATION
- Describe the ideal location for your program / project. List a backup location if applicable.
MATERIALS NEEDED
- Give an itemized list for ALL materials needed (including any access to buildings, equipment, transportation, supplies, tickets, etc.)

BUDGET
- Give an itemized budget for ALL costs associated with the program. (Covering all materials, location costs, transportation costs, etc.)

TIMELINE
- Give a timeline for the creation and execution of the program. Include details such as: when to purchase items, advertisement deadlines, RSVP deadlines (if applicable), deadlines for materials to be gathered, Program date, specific timeline for program.

NEEDED RESOURCES & CNSLC HELP
- Describe the CNSLC resources you would need access to for this program. These might include PALs to help run/operate/assist the program, the use of a projector, popcorn machine, help with getting in contact with off-campus organizations, etc.

INTEREST / ENDORSEMENTS
- PAL endorsement: For the proposal to be considered, you need an endorsement from one PAL. Please write the PAL’s name below.

- Student endorsement: list of students (CNSLC residents) that would be interested in attending the event. The more signatures the better, but minimum is 5. Please include name and CSU student ID number.