# Cultural Programs Committee

**Program Proposal – Application & Guidelines**

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<th>Type of Cultural Program:</th>
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<tr>
<td>Conference/Workshop</td>
<td>Lecture/Speaker</td>
<td>Minority/Ethnic</td>
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<td>Performing Arts</td>
<td>Travel/Bus Trip/Outdoors</td>
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<tr>
<td>Special Event</td>
<td>Other</td>
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</table>

**Program Title:** ________________________________________________________________

**Program Date(s):** ___________________________

**Time:** From ______ AM/PM To ______ AM/PM

**Amount Requested from CPC:** $__________________________

**Facility Requested:** __________________________________

**On Campus:** ______________

**Off Campus:** ______________

**Anticipated Attendance:** ______________________

**Program Objective** *(include an attached narrative of the program and any addition information, promotional materials or literature):*

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Primary Population(s) to be served:**  ____ Student  ____ Faculty/Staff  ____ Community  

____ Children  ____ Senior Citizens

**Approximate Expenditures:** $__________________________ *(artist/speaker fees, hospitality, advertisements, hotel, travel, refreshments, rentals, etc.)*

**Anticipated Income (Ticket Sales):** $__________________________

**Suggested Price (per ticket):** $__________________________

**Other Income Source(s):** __________________________________

**Amount:** $__________________________

**Submitted by:**  

Applicant’s Name: __________________________________

Signature: ______________________________________

**Title:** ______________________________________

Date: ______________________________________

**Program Coordinator:** ______________________________________

Name of Organization: ______________________________________

Co-Sponsored by (if applicable): ______________________________________

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**FOR OFFICE USE ONLY**

**Date Received:** __________________________

**CPC Minutes of:** _________________________

**Amount:** $__________________________

**CPC Chairperson/Director of Student Activities:** ______________________________________

*If solely funded by CPC, all monies must be deposited into the CPC Account. If partially funded by CPC, the same percentage of monies must be deposited into the CPC Account.*
Program Proposal Guidelines

The purpose of the Cultural Programs Committee (CPC) is to develop, plan, and coordinate diverse programs which promote further cultural growth while simultaneously extending and supplementing the totality of the College’s offerings. In order to achieve this objective and maximize this possibility of your success in coordinating and presenting your programs, the committee has developed these guidelines for presenting the proposal(s).

1. **CPC Funds must only be used to directly benefit currently enrolled students (Credit Classes) unless the event is jointly funded or sponsored by another department/office at Manchester Community College.**

2. CPC will accept initial proposals on or after the first day of classes of the Fall and Spring Semesters. These proposals may be approved if funding is available.

3. Proposals (at least 15 copies) should be submitted to the Cultural Programs Committee chairperson (Director of Student Activities) **two weeks prior to the next meeting date which is the third Thursday of every month at 3:30 p.m.** or as otherwise set by the College administration.

4. The CPC strongly encourages new and innovative programs every year and priority funding will be provided to new programs.

5. Applications must contain a detailed Program Narrative describing the content of the program.

6. Applicants of all proposals must appear at the CPC meeting when their proposal is scheduled for discussion to answer any questions for the committee. Applicants shall not be present during voting. A CPC member may request a written ballot.

7. Proposals may be submitted by groups, academic divisions, individuals, and organizations to assure diversity and community-wide support and participation. Letters of support from applicants should accompany proposals.

8. Each program must have a program coordinator who will be responsible for the actual operation and coordination of the event. This includes:

   - Completing all the necessary paperwork in compliance with the Policy and Procedures of the Office of the State Comptroller regarding the use of Student Activities Funds i.e. Funds must be used for programs which primarily benefit MCC students only.
   - Making necessary arrangements for the physical set-ups by the performer, with adequate lead time.
   - Planning for and implementing an adequate publicity campaign (allow at least 60 days for the program).
   - Coordinating and supervising ticket sales (if any) according to the State procedures, including a completed ticket report to be submitted to the Office of Student Activities within seven days following the program.
   - If solely funded by CPC, all monies must be deposited into the CPC Account. If partially funded by CPC, the same percentage of monies must be deposited into the CPC Account.
   - Performing any other functions necessary for the successful completion of the program.
   - Providing program feedback using an evaluation form.

9. Faculty, professional staff, or members of the CPC are strongly encouraged to attend funded events to act as program evaluators.

10. Each event must be open to the entire college community.