



CULTURAL ARTS & SPECIAL EVENTS

Due at least 4 weeks prior to the event.

# PROGRAM PROPOSAL

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## PROGRAM INFORMATION

Program Title: \_\_\_\_\_ Program Date: \_\_\_\_\_

What day of the week will the program be held?  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Program Location: \_\_\_\_\_ Location Reserved?  Yes  No

Estimated Program Budget (complete attached budget worksheet): \$ \_\_\_\_\_ Targeted Attendance: \_\_\_\_\_

Estimated Price Per Person (Estimated Program Budget ÷ Targeted Attendance): \$ \_\_\_\_\_

What type of event will this be? (Check all that apply)

- Concert
  - GreenFest
  - Showcase
  - Film
  - Professional Development
  - Entertainment
  - Political
  - Educational
  - Lecture
  - Aztec Nights
  - Cultural
  - Homecoming
  - Social
- Other \_\_\_\_\_

## PROGRAM COMPONENTS

This form is for CASE Staff to understand the various components of your program. Complete the form with as much information as possible. Please list the quantities of items when necessary.

### ENTERTAINMENT:

Name: \_\_\_\_\_ Price Quote: \_\_\_\_\_

Name: \_\_\_\_\_ Price Quote: \_\_\_\_\_

Name: \_\_\_\_\_ Price Quote: \_\_\_\_\_

Please attach bios, references, facebook or myspace links to performers

### DJ:

Name: \_\_\_\_\_ Price Quote: \_\_\_\_\_

Please attach bios, references, facebook or myspace links to performers

### GAME/ACTIVITY: (Example: Wii, Inflatable Bounce House, Bungee Trampoline etc.)

Will your activity require Liability Waivers?

Name of Game: \_\_\_\_\_  Yes  No Price Quote: \_\_\_\_\_

Name of Game: \_\_\_\_\_  Yes  No Price Quote: \_\_\_\_\_

Name of Game: \_\_\_\_\_  Yes  No Price Quote: \_\_\_\_\_

Please attach pictures, description, web sites, and web addresses of the games

### JUDGE(S): How many? \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

### MC(S): How many? \_\_\_\_\_

Script: Who wrote it? \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

# PROGRAM PROPOSAL

## ADDITIONAL COMPONENTS:

TICKETED EVENT

FILMS/MOVIES: Title: \_\_\_\_\_  Film rights need to be purchased.

## EQUIPMENT:

EQUIPMENT & SOUND:

Data Projector

DVD Player

P.A.

Stage(s): How Many? \_\_\_\_\_ Description \_\_\_\_\_

Movie Screen: How Many? \_\_\_\_\_ Description \_\_\_\_\_

Microphones: How Many? \_\_\_\_\_ Description \_\_\_\_\_

LIGHTING:

Spot Light

Stage Lights - Color Scheme \_\_\_\_\_

Gobo:  CASE Logo  Earth  Stars  Flower Pedal  Assorted Shapes  Tree

OUTDOOR PROGRAMS:

Additional Lighting

Electricity

Turn Off Sprinklers

Water to be turned on (i.e. Dunk Tank)

SECURITY:

Do Not Know

Elite Security

Police Officers

Viejas Arena Ticket Takers

Campus Security Officers (CSO's)

STAFFING & VOLUNTEERS:

Do Not Know

Staff: How many? \_\_\_\_\_

Volunteers: How many? \_\_\_\_\_

FOOD & BEVERAGE:

Do Not Know

Aztec Shops has first right of refusal for all events that involve food and beverages prepared or purchased from any off-campus source and requires their signature approval waiving their catering right for events with more than 20 persons in attendance.

Donations

Vendors - Please attach a list of items, quantities and price estimates.

CUSTODIAL: Will this program need custodians?

Do Not Know

DECORATIONS: Please attach a list of items, quantities and price estimates.

GIVEAWAYS: Please attach a list of items, quantities and price estimates.

CHAIRS: How many? \_\_\_\_\_

TABLES:

Round: How many? \_\_\_\_\_

Rectangle: How many? \_\_\_\_\_

Belly Bars: How many? \_\_\_\_\_

