

Event Application

APPLICATION MUST BE SUBMITTED 4 WEEKS PRIOR TO THE PROPOSED EVENT

Please send this form, along with a mockup of the item/publication, to colinpowellschool.ccny.cuny.edu for review.
Questions? Contact Ashif Hassan, Events Coordinator, at 212.650.7891 or ahassan1@ccny.cuny.edu

EVENT INFORMATION

Organization/Department: _____

Event Name: _____

Event Date(s): _____ Mon Tue Wed Thu Fri Sat Sun

Space(s) Requested: _____ Number of Attendees: _____

Program Begins: _____ Program Ends: _____

Type of Activity: Meeting Workshop
Select all that apply. Lecture Conference/Symposia
 Admissions Book Talk
 Careers Other

Target Audience: Students
Select all that apply. Faculty/Staff
 External to College
 Invite Only

Food & Beverage Yes No

Name of Caterer: _____

External Vendors Contracted Yes No

Would you like the dean to speak or introduce the event? Yes No Maybe _____

Detailed Event Description:

Audio/Visual Request:
(Sound Support Services, Projection, etc.)

APPLICANT INFORMATION

Event Contact: _____

Address/Bldg Number: _____

Email: _____ Phone: _____

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EVENT SUBMISSION & GUIDELINES

I. Standards for the Departments

Approval is required for the following activities:

- I. Catalogs and related materials of the School and its various Departments, "home pages" on the website, and similar electronic publications issued by Schools.
- ii. Journals in the printed or digital form published by CPS or any of its departments
- iii. Materials prepared specifically for use in connection with events/programs/activities conducted by the School
- iv. All creative advertising, by filling out the form provided for the following:
 - Banners in the buildings and campus
 - Flyers
 - Poster – different shapes, sizes, and colors
 - Boards

II. Standards for Faculty, Staff, and Students

- i. Faculty members, staff, and students may use or authorize the use of the CPS logo (alone or in conjunction with the name of a specific School or unit) to identify any activity, individual, entity, or publication only with approval.
- ii. Faculty and staff members should assure that the Colin Powell School name is used in a manner that does not imply School endorsement or responsibility for the particular activity, product, or publication involved, unless pre-approved.

III. Approval Standards for Events and Social Media

- i. Events for which RSVP and Creative Design, will be required to be submitted at least 4 weeks in advance of the proposed event.
- ii. Whether or not an event is designed by CPS communications department, any department, student, or student organization wishing to openly advertise an event must seek pre-approval of the advertising.
- iii. Materials submitted for the website and social media should explain the following:
 - Title
 - Date, time and venue
 - Short description/bio
 - High-resolution Images (if applicable)
 - Accessibility: Use image descriptions on social media posts with still photos and use captions on videos.