# 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

<table>
<thead>
<tr>
<th>Organization/Department:</th>
<th>Event Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date(s):</td>
<td>Mon</td>
</tr>
<tr>
<td>Space(s) Requested:</td>
<td>Number of Attendees:</td>
</tr>
<tr>
<td>Program Begins:</td>
<td>Program Ends:</td>
</tr>
</tbody>
</table>

### Type of Activity:
- [ ] Meeting
- [ ] Lecture
- [ ] Admissions
- [ ] Careers
- [ ] Workshop
- [ ] Conference/Symposia
- [ ] Book Talk
- [ ] Other

### Target Audience:
- [ ] Students
- [ ] 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

<table>
<thead>
<tr>
<th>Event Contact:</th>
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<table>
<thead>
<tr>
<th>Address/Bldg Number:</th>
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<table>
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<tr>
<th>Email:</th>
<th>Phone:</th>
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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.