

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

FATIMA SHAMA
COMMISSIONER
OFFICE OF IMMIGRANT AFFAIRS

NEW YORK CITY CELEBRATES THE SEVENTH ANNUAL IMMIGRANT HERITAGE WEEK	APRIL 15 - 21 2010
Event Proposal Form	

PROPOSAL SUBMISSION DEADLINE:

Friday, November 27, 2009, 5pm

No late submissions will be accepted.

Date: _____

Host Organization (full name)

Contact Person (full name)

(_____) _____
Phone Number

(_____) _____
Fax Number

E-mail

Website

Mailing Address

City

State

Zip Code

Host Organization:

Event Title

Event Dates (list all available dates during 4/15 - 4/21)

Event Times / Start to End (list all available times)

Location of Event (address & cross streets)

Borough

Neighborhood

Audience Size (expected range)

Capacity (maximum # of people)

Event Description

(Please provide detailed information, including your program goals and target audience. Also indicate if you will partner with other organizations.)

Event Details

Free and open to the public (preferred) Suggested Donation: \$ _____

Category

- Arts & Culture
- Education
- Civic Participation
- Civil Rights
- Other _____

Format

- Book Reading
- Conference
- Exhibit
- Film
- Lecture
- Music / Dance
- Theater
- Workshop

Special Details

- Kid-friendly
- LGBT
- Wheelchair accessible
- Other _____

In what language(s) will your event be conducted? _____

Will onsite interpretation be available? Yes No

Did you host an event in a prior *Immigrant Heritage Week*?

No Yes: ___ 2009 ___ 2008 ___ 2007 ___ 2006 ___ 2005 ___ 2004

If yes, is this proposed event the same one presented previously? Yes No

Host Organization:

FOR INSTRUCTIONS, PLEASE REFER TO THE PROPOSAL GUIDELINES.

Program Goals

How does your event accomplish the outlined goals of *Immigrant Heritage Week*?

- *To create an environment of inclusiveness that embraces and celebrates all New Yorkers.*
- *To celebrate New Yorkers immigrant heritages and contributions.*
- *To connect New Yorkers of different origins.*
- *To inspire New Yorkers to reclaim and take pride in their immigrant roots and heritage.*

Media Plan & Community Outreach

How will you publicize your event? Check all that apply and outline specific strategies you will use to promote your event in the space provided. Include TV/radio/newspaper outlets you will contact and the types of printed/electronic materials you will produce and distribute.

- | | | |
|--|---|--|
| <input type="checkbox"/> Street flyers | <input type="checkbox"/> Newsletter | <input type="checkbox"/> E-groups and List-serves |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Organization website | <input type="checkbox"/> TV |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Internet | <input type="checkbox"/> Other Website (which ones?) |

Host Organization:

FOR INSTRUCTIONS, PLEASE REFER TO THE PROPOSAL GUIDELINES.

Funding

How do you plan to fund your event?

- Existing Budget Fundraising Required

Indicate if your budget covers event costs and/or what companies, local businesses, and elected officials may be potential supporters.

(Reminder: The Mayor's Office of Immigrant Affairs does not provide funding)

Collaboration

Will you collaborate with other agencies / groups / organizations?
(If yes, identify each co-sponsor and how you will be collaborating.)

Thank you for your support of Immigrant Heritage Week.