

COMMUNITY & CULTURAL PROGRAMS PROPOSAL

Center on Halsted prides itself on offering high-quality Community & Cultural Programs for the Lesbian, Gay, Bisexual, Transgender, and Queer community. To accomplish this, we are eager to review proposals from community members and area organizations who have exciting ideas for new events and programs that appeal to the diverse LGBTQ community throughout Chicagoland.

If you or your organization are interested in collaborating with us, or if you have a great idea for an event or program, we want to hear from you! Please complete this form and submit it to culture@centeronhalsted.org or mail it to:

Center on Halsted
Attention: Community & Cultural Programs
3656 N. Halsted St.
Chicago, IL 60613

**CENTER
ON 3656 N.
HALSTED**

Contact

Name/Organization _____

Email _____ Phone _____

Address _____

Categories & Description

Select the category or categories in which your event or program fits best:

- | | |
|--|---|
| <input type="checkbox"/> Dance, Film, Music, Theatre, etc. | <input type="checkbox"/> Trans |
| <input type="checkbox"/> Women | <input type="checkbox"/> Queer or Gender Non-conforming |
| <input type="checkbox"/> Men | <input type="checkbox"/> Children and Family |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Other: _____ |

Provide a brief description of your event or program:

If this event or program has been offered before, list when and where:

If it is an arts performance, include information on content, style, number of performers, and any set or design elements.

Why are you interested in presenting this event or program at Center on Halsted?

What impact do you intend this event or program to have on the LGBTQ community?

Logistics & Staff

Ideal Date _____ Ideal Time _____

Select the location or locations which would be best suited for your event or program:

- 4–8 people | Small Meeting Room
- 8–12 people | Medium Meeting Room
- 50 people | Richard M. Daley Roof Garden
- 80 people | John Baran Hall
- 150 people | Hoover-Leppen Theatre
- 150 people | Irving Harris Family Foundation Reception Hall
- 200 people | Billie Jean King Recreation Hall

Describe the human resources need for this event or program, and provide a brief job description for support personnel (eg., custodian, greeter to assist with event traffic, house manager, etc.):

Are you able to provide your own support staff to manage the event or program?

If you are using the theater, do you have support staff who can manage the stage lighting, sound system, etc.?

Budget & Promotion

Event or Program Budget: _____

Organization Budget (if applicable): _____

Organization Non-profit Number (if applicable): _____

Participation Fee (if any): _____

How much will go to Center on Halsted (if any): _____

Select the resources you will use to promote your event or program:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> eBlasts | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Palm Cards | <input type="checkbox"/> Television |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Other: _____ |

Will RSVP and attendee contact lists be shared with Center on Halsted: _____

Thank you for submitting a Community & Cultural Programs proposal! If we are interested in collaborating with you to produce this event or program at Center on Halsted, we will contact you for more information.