**American Democracy Project/Political Engagement Project (ADP/PEP) *Event Proposal Process***

We ask those involved in the American Democracy Project/Political Engagement Project who are interested in developing events to prepare a proposal that indicates the topic and format for the proposed event, identifies relevant speaker(s) and details the role each speaker will play for the event. The proposal should also list any technical or other support requested for the event, as well as suggesting ideal spaces on campus that might be well-suited for the event (if possible). To facilitate these proposals, we have developed an event proposal template to guide ADP/PEP members in drafting their event proposals.

After receiving an event proposal, the ADP/PEP Faculty Co-Chairs will work with those preparing the proposal to finalize the event’s logistics and send out formal invitations to potential participants. Event organizers will work closely with ADP/PEP Faculty Co-Chairs in coordinating the logistics of scheduling the event with participant(s), securing room reservations, and arranging other support for the event.

This proposal process is an important part of ADP/PEP planning efforts, as it allows the ADP/PEP Faculty Co-Chairs to offer feedback on proposed events and coordinate between event proposals, ensuring that our resources are used as effectively and efficiently as possible (e.g. so that we are not doubling efforts in certain areas).

NOTE: there are often many events being planned simultaneously throughout any given semester, involving many different non-ADP/PEP faculty/staff/students, as well as various community partners. For this reason, we think it necessary to centralize all outreach efforts with the Faculty Co-Chairs. This ensures that communications with non-members are both efficient and consistent and reduces the likelihood of double-invitations or miscommunication among all parties involved.

If anyone has questions, feel free to set up a time to talk more with us; we’re happy to explain both the process and the logic behind it in more detail.

**ADP/PEP Event Proposal from *Proposer Name***

**Event Title:**

*Provide a brief description of the event.*

**Event format (i.e. panel, lecture, workshop, etc.):**

**Relevant speaker(s):**

Identify potential speaker(s) who would be an appropriate fit for the event, indicating how the speaker(s) have the appropriate background, experience, or expertise for the event. Provide their title and contact information.

**Preferred room location:**

**Technical support needs (i.e. video, microphone, etc.):**

**Other support needs, including request for catering:**

**Other information about the proposal:**