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**Peace, Justice and Human Rights (PJHR) Initiative**

**Program Proposal Form**

The Peace, Justice and Human Rights (PJHR) Initiative at Florida Atlantic University is an interdisciplinary, University-wide effort that brings together scholars, practitioners*,* students and community leaders to expand the reach and influence of our existing peace, justice and human rights programs by creating an even more robust center of collaboration, community engagement, education and research. The Initiative and the University strive to serve as a bridge between local and global communities and across an array of related programs.

Part of our mission is to support programing that enriches the University and local community which we serve. To that end, PJHR co-sponsors with on-campus and external partners to support a variety of different types of programing ranging from speakers to research workshops. In order to support the best possible programming as well as to ensure transparency in decision-making, PJHR requires the completion of the Program Proposal Form before a program may be considered. The form must be completed irrespective if the co-sponsor requires funding. For amounts over $1,000, program submissions will be considered by the PJHR Program Committee which meets twice a semester. Therefore, this form should be submitted at least four months before the date of the program

Submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name Submission Date

|  |  |
| --- | --- |
| Event Coordinator |  |
| Coordinator Email |  |
| Coordinator Phone |  |
| Organization Address |  |
| Event Title |  |
| Event Date |  |

# Description of Event

|  |  |
| --- | --- |
|  | In your description of your event please answer the following questions: What is the purpose of this event? Who is your target audience and what size of an audience are you expecting? Beyond the event, what outcomes are you hoping to produce after this event? |

# Speaker(s)/Performer(s)

* Will this event be moderated?
* Please list the speakers/panelists/performers.
* Please include CV’s for all speakers and performers.

|  |  |  |
| --- | --- | --- |
| Name: | Role: | Notes: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

# PJHR Support

PJHR can provide various types of support for your event. Please check all that apply.

|  |  |
| --- | --- |
| Check all that apply | Event Support |
|  | Endorsement (PJHR named in publications, use of PJHR logo) |
|  | Promotions through web announcements and/or printed materials |
|  | On-campus venue |
|  | Staffing |
|  | Event Planning |
|  | Monetary |
|  | Other (describe): |

# Budget & Expenses

If you are requesting monetary support, please provide an itemized budget.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item Description | Vendor (if determined) | Quantity | Unit Cost | Item Cost | Notes: |  |
| 1 <Description> |  |  |  |  |  |  |
| 2 <Description> |  |  |  |  |  |  |
| 3 <Description> |  |  |  |  |  |  |
| 4 <Description> |  |  |  |  |  |  |
| 5 <Description> |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

# Staff support

If you are requesting staff support, please describe your needs.

|  |  |  |
| --- | --- | --- |
| Staff Role | Number of staff per role | Notes: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

# Existing Sponsors

Please provide a list of all existing sponsors for this event.

|  |  |  |
| --- | --- | --- |
| Organization | Contribution | Notes: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

Please email completed form to PJHR@fau.edu. Thank you for submitting your event proposal.

Approved by:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| Event Coordinator |  |  | Date |  | PJHR  |  |  | Date |