

Proposal Letter For Event in College

Alex Johnson

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Dr. Emily Carter

Dean of Student Affairs

Greenwood College

123 College Road

Springfield, IL 62701

Dear Dr. Carter,

Subject: Proposal for "Cultural Diversity Week" at Greenwood College

I hope this letter finds you well. I am writing to propose an event titled "Cultural Diversity Week" to be held at Greenwood College from October 15th to October 20th, 2024. This event aims to promote cultural awareness, enhance student engagement, and provide educational opportunities for the entire college community.

Event Overview

- **Event Name:** Cultural Diversity Week
- **Date:** October 15th to October 20th, 2024
- **Time:** 10:00 AM to 5:00 PM daily

- **Venue:** Greenwood College Main Auditorium and Courtyard
- **Target Audience:** Students, Faculty, Staff, General Public

Objectives

1. Celebrate the diverse cultures represented within our college community.
2. Educate students and staff about different cultural traditions and practices.
3. Foster a sense of inclusion and unity among all participants.

Key Activities

- **Cultural Exhibitions:** Display booths showcasing traditional artifacts, clothing, and information about various cultures.
- **Guest Lectures and Workshops:** Inviting speakers to discuss topics related to cultural diversity and inclusion.
- **Cultural Performances:** Dance, music, and theater performances representing different cultures.

Benefits

The proposed event will offer numerous benefits, including:

- **For Students:** Opportunities for skill development and networking with peers from different backgrounds.
- **For Faculty and Staff:** Professional development and a deeper understanding of cultural diversity.
- **For the College:** Enhancing Greenwood College's reputation as a culturally inclusive institution and fostering a sense of community.

Budget and Resources

To ensure the success of this event, we request an estimated budget of \$10,000 to cover the following expenses:

- **Venue and Equipment:** \$2,500

- **Marketing and Promotion:** \$1,500
- **Refreshments:** \$2,000
- **Guest Speakers/Performers:** \$3,000
- **Miscellaneous:** \$1,000

We also seek support in the form of volunteers, promotional assistance, and additional equipment (e.g., sound systems, projectors).

Conclusion

We are confident that the "Cultural Diversity Week" will be a memorable and impactful event for the entire college community. Your support and approval are crucial to bringing this vision to life. We look forward to the opportunity to discuss this proposal further and address any questions you may have.

Thank you for considering our proposal. We hope to receive a positive response and collaborate with you to make this event a success.

Warm regards,

Alex Johnson

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