International Week 2017
Monday, April 3 – Friday, April 7

Join the Office of International Services (OIS) in celebrating TC’s international and cultural diversity during International Week 2017. International Week brings individuals, cultural groups and student associations together to present the TC community with a week-long series of social and cultural events including a trivia night, an international book display, music and poetry demonstrations, food tables and more. The theme for this year’s event is – Celebrating World Cultures: Celebrating the Beauty of You. This year come and celebrate beauty the makes up the essence of our diverse languages, traditions, values, histories and communities. International Week will culminate with an International Cultural Extravaganza featuring international food and performances on the evening of Thursday, March 6th. If you are interested in participating in International Week, please complete the following steps.

Process for Proposing an Event:

1. Submit an Event Proposal Form (attached). This form is due by Friday, March 24, 2017. Please indicate if you would like to participate in the Cultural Extravaganza on this form. OIS will evaluate your event proposal and confirm a date and time for your event by Tuesday, March 28. Your confirmation will include a Confirmation Form.

2. Respond to OIS accepting your event date and return the Confirmation Form to OIS. This form will have the media equipment request. The form will confirm the date, time, location and equipment required as well as the budget for your event. The sooner we receive the Confirmation Form, the sooner we can start advertising the event.

Information to Keep in Mind when Proposing an Event:

1. OIS will reimburse individuals or groups up to $75.00 per event and up to $200.00 for food costs for participating in the Cultural Extravaganza.

2. If you wish to serve alcohol during your event, there is a mandatory bartending fee of $200.00. OIS will NOT cover this cost. You or your organization is responsible for finding your own funding to cover this cost.

3. In order to be reimbursed for event costs, you must submit original receipts to OIS that include details of what was bought and how much the items cost. A credit card receipt that has the total cost listed but no breakdown of what was purchased will not be accepted.

Office of International Services (OIS) ● L5 Whittier Hall ● (212) 678-393
For more information contact Chiara D. Fuller at tcintl@tc.columbia.edu
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EVENT PROPOSAL

IF YOU OR YOUR GROUP ARE INTERESTED IN PARTICIPATING, PLEASE RETURN THIS FORM TO THE OFFICE OF INTERNATIONAL SERVICES (L5 WHITTIER) OR VIA EMAIL AT tcintl@tc.columbia.edu by Friday, March 24, 2017.

Group of Individual Name: ________________________________________________________________

Contact Name (s) __________________________________ Email: _______________________________

Contact Name (s) __________________________________ Email: _______________________________

Event Name/ Type: ______________________________________________________________________

Brief Description: Describe your event(s) in less than 30 words. If selected, we will use this information for the International Week 2017 announcement poster

Preferred Days and Time: 12 pm 1 pm 2 pm 3 pm 4 pm 5 pm 6 pm 7 pm 8 pm

(Please provide 2 different days and times for when you are available.)

Monday, 4/3/17 ____________________________________________________________

Tuesday, 4/4/17 ____________________________________________________________

Wednesday, 4/5/17 _________________________________________________________

Thursday, 4/6/17 ____________________________________________________________

Friday, 4/7/17 _____________________________________________________________

Requirements (Room/Equipment/Media Preferences): ____________________________

Estimated Budget: ________________________________

International Week is a voluntary event. The OIS does not reimburse for performer compensation. However, the OIS is able to provide expense reimbursement for food supplies, etc., within reason (for example, $50 for a film & discussion event, $75 for a crafts demonstration, etc.) Unfortunately, the OIS is unable to compensate non TC-professional performers or groups.

INTERNATIONAL CULTURAL EXTRAVAGANZA: Would you, your group, or your association like to participate in the International Cultural Extravaganza on Thurs., April 6th, 5:00 pm – 7:00 pm? If yes, please describe the type of participation (food table, music/dance/art performance, etc.):

_____________________________________________________________________________________________

INTERNATIONAL CULTURAL NIGHT: This intimate event will be held in Everett Lounge on Tuesday, March 4th, 2017 from 6:30 pm to 8:00 pm. Participants will be given a table to share the beauty of their cultures through displays, activities and lessons about history, traditions, art and much more with the TC community.

If you are interested in participating, please describe the type of participation.

_____________________________________________________________________________________________

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