

**Artist Name**

**Studio**

**Project Title**            XXXXXXX

**Project Description** (will be used to promote the event)

**Format:** (For Example: One hour talk; Two hour workshop; etc).

**Intended audience:** (For Example: Open to all or particular groups. Who is it best suitable for?).

**Proposed date (or estimated timeline if the project includes more than one event):** Date, Hours, please provide more than one option if possible.

**Where** (location on-site): ArtLab

**Hours Needed for Project Preparation:** XXX

**Resources Needed for Preparation:**

*Please note any set-up items requested from Cubberley Staff (e.g. projector, table, chairs) **MUST** be reserved at least **two weeks** in advance of event date. Please email [Javod.Ghods@CityofPaloAlto.org](mailto:Javod.Ghods@CityofPaloAlto.org) to request items.*

Set up:

**For artist groups list all artists participating and describe their roles on the project:**

Artist 1 –

Artist 2 –

**Additional information and materials to be used to promote the program:** If unable to provide these materials along with the proposal, please supply any images, flyers, narrative at least 30 days prior to the program date.

- ✓ Submit the Community Service Project application to [Nadya.chuprina@cityofpaloalto.org](mailto:Nadya.chuprina@cityofpaloalto.org) for approval. Thank you!