**Program Proposal Form — Battle of Homestead Foundation**

Type or write in your responses to the questions, then email complete form to [bhfprograms@gmail.com](mailto:bhfprograms@gmail.com)

If you are seeing this as an online form, download the form to your computer, type or write in your responses and email to [bhfprograms@gmail.com](mailto:bhfprograms@gmail.com)

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1. Date of this Proposal
2. Your Email Address
3. Proposed By (name of contact)
4. Contact Phone Number
5. Program Title
6. Type of Program (lecture, panel discussion, film presentation, concert, etc.)
7. Proposed Month of Program
8. Approximate Program Length
9. Program Description (include all pertinent details such as presenter names and how program fits with the Battle of Homestead Foundation’s educational mission; if details are incomplete at this time, indicate when you will have final details)
10. Proposed Program Location/Venue (Pump House, offsite location, etc. – or fully online)
11. Location Set-Up Requirements (preferred seating arrangements, tables, podium, etc.)
12. Program Equipment (will presenter require A/V equipment such as laptop computer, internet connection, overhead projector, etc.? If “yes”, provide specific details)
13. Committees, Partners or Sponsors of Program (indicate if there are co-sponsors, other organizations, or internal BHF committees that will be involved in the planning process)
14. Estimated Budget (while it may be hard to estimate costs at time of proposal, please include information such as stipends, speaker fees, other material costs that might apply)
15. Marketing Plan (provide information about strategies for promoting this program – specific stakeholders, groups and/or organizations that should be the focus of promotional materials; the Battle of Homestead Foundation is happy to collaborate in promoting the program through its media channels)
16. Additional Program Information (historical timeliness, local connection, special audience, etc.)
17. ***Thank you!***