

TO; The WVSU Community  
FROM: Susan Marrash-Minnerly, MFA  
Chair, Cultural Activities Committee  
RE: Streamlining Processes  
DATE: December 12, 2011

After consultation with Drs. Byers and Ladner and Dick Wolfe, Cultural Activities Director, the Cultural Activities Committee has made a conscientious effort to streamline processes for the presentation of Cultural Events on the WVSU campus. In order to make the best use of our available resources, the Cultural Activities calendar of events will be set one academic year in advance. This should allow sufficient time for the Cultural Activities Director to finalize contracts and identify the appropriate areas to publicize the events.

The committee has established the following criteria for the selection of events to be supported by the Committee. The criteria were proposed and discussed at the September 22, 2011 meeting and approved unanimously via email vote by October 6, 2011. The criteria for selection of events:

- 1) Primarily benefits WVSU students artistically, culturally, and/or academically
- 2) Reasonably accessible to WVSU students
- 3) Reinforces a positive image of WVSU to the broader community
- 4) Ability to fund
- 5) Ability to staff
- 6) Events chosen to provide a diverse and balanced season
- 7) All major events to be staffed and/or funded through Cultural Activities must have prior approval of the Committee and/or the Cultural Activities Director
- 8) Engage the broader community

It should be no surprise to anyone that budgets are stretched to the maximum right now, and Cultural Activities is no exception. Therefore, please make special note of #7 in the above criteria. Since the committee meets once a month, the further ahead you can plan, the better.

Proposals should be submitted in written form to either the Cultural Activities Director (Dick Wolfe) or the CA Committee chair (Susan Marrash-Minnerly). Please provide an overview of the event, approximate cost, and contact information.

<b>DEADLINES:</b>	<b>for AY 2012-13</b>	<b>Spring Break, 2012</b>
	<b>For AY 2013 on</b>	<b>February 1 of the preceding year.</b>