

**Frequently Asked Questions (FAQ)
for
Organizing Monthly Cultural Celebrations at the City**

www.portlandonline.com/deep
deep@portlandoregon.gov

Q: How do I get started if I want to organize an event?

A: Contact DEEP at deep@portlandoregon.gov.

Q: How do I find out if someone else is organizing an event?

A: Contact DEEP and they will tell you and if there is someone, we will connect you.

Q: Does the event or celebration have to be one of the City sanctioned monthly cultural events?

A: No. Again, contact DEEP to discuss. Other employees, bureaus or organizations may have similar ideas and DEEP can connect you.

Q: Can community organizations outside of the City be invited to participate/ present/ speak/ perform during monthly cultural events?

A: Yes!

Q: What kinds of events typically happen during the different celebration months?

A: There are a variety of types of events, and DEEP can help you with some ideas as well. Speakers, brownbag presentations, films, presentations, potlucks, and performances are typical events.

Q: How do I send citywide emails to advertise any events?

A: DEEP can do that for you. Just email deep@portlandoregon.gov and have the content of what you want emailed. There are certain guidelines on size, so photos and attachments are discouraged. DEEP can help with formatting, etc.

Q: How do I know if a room is even available at City Hall , the Portland Building and the 1900 Building first?

A: To check room availability:

In Outlook, go to the folders on the left hand side of the screen.

(Make sure you're on Folder List view - see pic)

THEN:

GO TO PUBLIC FOLDERS then

ALL PUBLIC FOLDERS then

CITY PUBLIC FOLDERS then

BGS PUBLIC FOLDERS

You'll see 3 buildings: City Hall, The Portland Building, The 1900 Building. You can click on a building and see the schedules for each room. If this does not work then contact DEEP at deep@portlandoregon.gov and they can check the calendars for you.

Q: How do I reserve a room for an event?

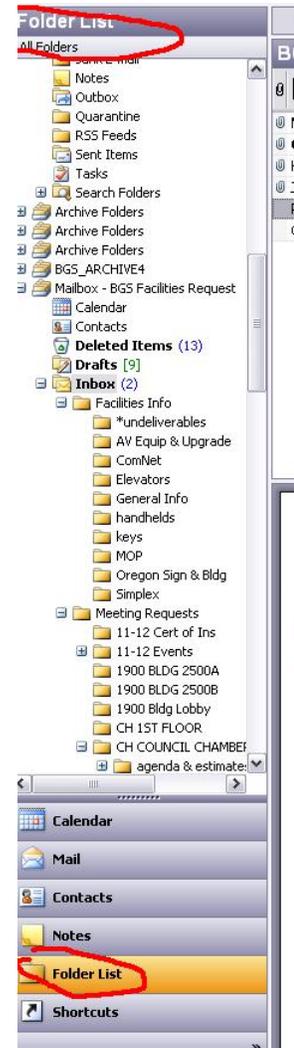
A: You can fill out the Excel spreadsheet form for rooms at City Hall or at the Portland Building's (2nd Floor rooms/ Auditorium). They are located on the DEEP website in Cultural Celebrations. When you complete the form, send an email to BGS Facilities Request (in Outlook).

Q: How do I reserve the display case in the Portland Building lobby?

A: Again, in public folders in outlook, go to City Public Folders, then BGS - Public Folders, then Portland Building Meeting Room Calendars. You can view when it is available. Usually you are allowed up to two weeks for a reservation. Send an email to BGS Facilities requesting the dates that you want to reserve the display case, for whom, etc. again. If you cannot view this, contact DEEP at deep@portlandoregon.gov.

Q: How do I get funding for a cultural celebration?

A: DEEP has a small budget that is allocated for groups to request funding. The application to request funding is found on the DEEP website under cultural celebrations. Send the form to DEEP, and the Executive Committee will vote on whether or not to provide funding.



Q: How much funding can someone request?

A: DEEP does not have a very large budget, but the average amount is anywhere from \$50 to \$300.

Q: Are there other sources of funding for events?

A: Sometimes, individual Bureaus will sponsor an event with a small amount of funding. Have friends in other bureaus? See if they want to collaborate with you on the event and help fund it

Q: How do I get flyers posted in the elevators at the Portland Building, City Hall and the 1900 Building?

A: After DEEP has reviewed your flyer to make sure it meets all of the requirements and has all of the information, you would print out 10 color copies and take them to Room 303 in the Portland Building. If you only want stuff posted in the elevators at the Portland Building, 6 copies is all you would need.