

Directions for Cultural Event Proposal Request form

[Records & Registration Home Page - Team IA, Inc \(winthrop.edu\)](#)

- **Using Winthrop username and password, login to the Winthrop University Portal**

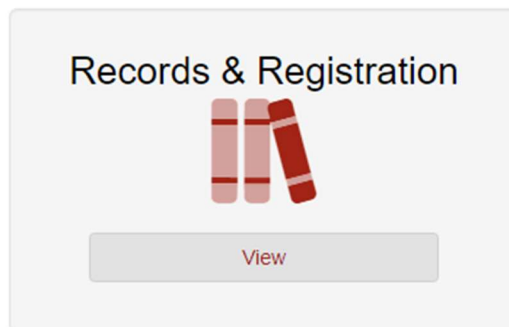
Username
[Forgot your username?](#)

Password
[Forgot your password?](#)

[→ Winthrop Credential Login](#) [LOGIN](#)

- **Click “view” in the “Records & Registration” box**

Welcome to the Winthrop University Portal




- **Click “start new proposal request” to begin**




➤ **Follow the 2 - step instructions:**

1. Complete the Cultural Events Proposal Request Form in its entirety. All areas must be completed on the proposal form to be considered complete.

| Actions | |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status | Action |
| Not Started  | *STEP 1: Complete Cultural Event Proposal Form Complete the Cultural Events Proposal Form in its entirety. All areas must be completed on the petition form to be considered complete. |

2. Submit your completed proposal form, to be reviewed by the Cultural Events Committee at their next meeting.

| | |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Not Started  | *STEP 2: Submit for Approval Submit your completed proposal form to be reviewed by the Cultural Events Committee at their next meeting. |
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