PRINCIPLE 1: BUILD INCLUSIVE ORGANIZATIONS

• Reflect racial inclusion in the staff.
• Reflect racial inclusion in the leadership.
• Reflect racial inclusion in the board.

PRINCIPLE 2: HONOR INDIGENOUS PEOPLES AND LANDS

• Support the centrality of Indigenous people in event leadership, planning, and programming.
• Develop a land acknowledgement for your public event through consultation and dialogue with local Indigenous communities.
• Co-create with Indigenous communities to develop people and strategies for continued relationship building beyond the event.
PRINCIPLE 3: COMMIT TO CULTURAL EQUITY

- Build authentic relationships with, participation by, and compensation for people of color to provide cultural capital, credibility, and knowledge in planning and advisory roles.
- Uplift authentic narratives and develop programming from a foundation of cultural awareness, sensitivity, and insights grounded in the historical analysis and lived experience of marginalized, and ideally, locally-rooted people.
- Recruit and invest in diverse artists, activists, organizers, educators, entrepreneurs, and others valued for their specific skill sets in their areas of expertise.
- Create and facilitate safe and brave spaces within events to center and prioritize the experience of marginalized people.

PRINCIPLE 4: CREATE LOCAL ECONOMIC BENEFITS AND VALUE

- Compensate people of color justly to provide cultural capital, credibility, and knowledge in planning, advisory, and similar roles.
- Invest in and justly compensate diverse artists, culture bearers, activists, organizers, educators, entrepreneurs and others valued for their specific skill sets in their areas of expertise.
- Prevent co-option and appropriation of ideas, creative works, or other forms of intellectual property presented within the event by creating formal mechanisms of attribution and credit.
- Fund and facilitate undifferentiated (non-hierarchical) access through pay-what-you-can event ticketing, registrations, scholarships, and subsidies.
- Invest in and contract with qualified small, person-of-color-owned, LGBTQ+ and/or woman-owned businesses for event services and goods. Prioritize consideration in planning.
- Publish a final budget report to increase transparency and accountability to the community and the field.

PRINCIPLE 5: CONTRIBUTE TO FIELD-WIDE CHANGE

- Publish and disseminate the CCBP MOU/agreement along with a final budget report prior to the event and include it within event materials.
- Make introductions, creating deeper connections, networks, and platforms for diverse, locally-rooted stakeholders and participants (artists, activists, organizers, educators, entrepreneurs, policymakers, community members, etc.) to national and international peers, funders, and policymakers/influencers.
- Gather feedback from participants and vendors through post-event surveys and evaluations tied to established CCBP and event planning goals, actions, and outcomes.
- Reflect on successes and areas of improvement through a post-event debrief with the advisory committee, stakeholders, and funders.
- Contribute to field-building by sharing learnings, outcomes, resources, contact information, and analysis of methods and strategies used through 1) Published reports, white papers, journals, blog posts, and op-eds; 2) Presentations, trainings, and other public engagements; 3) Online archives/resources that document the event, including acknowledgements; and 4) The continued engagement of local stakeholders.
MOU TEMPLATE

Every organization operates in its own context. This MOU template must be tailored to the specific capacity, context, and circumstances of the organization. It needs to consider the individuals, community, and partners it seeks to engage and its likely impact (+/-) on them regardless of its positive intentions.

[Name of organization] commits to equity within our own organizational structure as evidenced by [state how you build equity and inclusion into your organization's work].

[Fill out the following information; include the organization's mission, founding date, operating annual budget size, region/geographic operating area (city, statewide, or national area and headquarters location), short description and URL. Incorporate how the organization specifically defines diversity and share the size and composition of staff, board, and leadership.]

Mission:
Founded:
ED/CEO:
Staff size/composition:
Board size/composition:
Operating budget:
Region:
Description:
URL:

[Name of organization] is organizing [event/project], in [city, neighborhood, or other location of event/project], on [date] according to the Cultural Community Benefits Principles. [Insert Description of Event or Activity including any goals, aims, or intended outcomes].

[Name of organization staff person] will lead our efforts to advance cultural community benefits and can be reached as follows [appropriate contact information such as email or phone number].

We commit to building equitable lasting relationships with our home and host communities. We acknowledge that this place is home to [Insert host AND/OR home location relevant racial and other demographic information]. In planning this event, we have formed a [host OR home] community advisory [or similar structure, please state] that reflects the experiences, expertise and interests of people of color, LGBTQ+, women and other historically marginalized groups. Advisory members are [compensated OR voluntary OR a mix of both]. Advisory members, in addition to planning and programming guidance, provide a nuanced contextual understanding of the complex histories, politics and frameworks of our [host OR home] community.

Our organization has equitably engaged and compensated members of the [Insert name of local Indigenous group(s)] in the planning and programming of our event [as part of the advisory group]. [Insert name(s) of specific Indigenous people/advisory members] have helped craft the following acknowledgement of Indigenous people and lands for our event.

[Insert Indigenous land acknowledgement (e.g. “We acknowledge that we are on traditional lands; the current and future home of the People.” If crafted in meaningful collaboration with members of local Indigenous groups, your statement will likely go beyond this simplified example).]

We commit to using this land acknowledgement in verbal delivery, printed materials and as part of our presenter/participant resources and instructions for this event. [If you have invited and compensated elder(s) or leader(s) to perform a traditional welcome or blessing then state that here and provide the name(s) of those person(s)]. Beyond acknowledgement Indigenous people have been engaged in our organization and event planning and programming, valued for their specific skill sets in their areas of expertise and in the following capacities:

[Select and complete all that are appropriate. Fill in the names and/or details of the engagement with each person OR create a simple statement acknowledging the capacities with which relationships to Indigenous people have been cultivated and maintained before, during, and after the event].
Board: 

Staff/Leadership: 

Committees: 

Event Programming (e.g. workshops, panels, performances/exhibitions, field visits, etc.): 

Event Logistics (e.g. catering, venue rental/staff, hotels/lodging, design, printing, etc.): 

Other: 

We have centered and engaged other people of color, women, LGBTQ+ people, and marginalized groups valued for their specific skill sets in their areas of expertise within the organization and specifically in the planning and programming of the event.

[Select and complete all that are appropriate. Fill in the names and/or details of the engagement with each person OR create a simple statement acknowledging the capacities with which relationships to people of color and/or other marginalized groups have been cultivated and maintained before, during and after the event].

Board: 

Staff/Leadership: 

Committees: 

Event Programming (e.g. workshops, panels, performances/exhibitions, field visits, etc.): 

Event Logistics (e.g. catering, venue rental/staff, hotels/lodging, design, printing, etc.): 

Other: 

Our organization and event benefits from the cultural capital, credibility, and knowledge of people of color and other marginalized groups. Our programming stems from a foundation of cultural awareness, sensitivity, and insights grounded in the historical analysis and lived experience of marginalized, ideally locally-rooted people. Our event will engage and uplift authentic narratives about the location hosting us. [Insert details of specific sessions/content, if known, or state plan of action for ensuring this (e.g., promotion of call for content, content selection process, compensation for content, etc.)]

Our organization commits to producing event documentation including but not limited to photography, videography, live streaming, audio recording, publications, presentation materials, etc. (all media). Advisory members, presenters, and participants will receive attribution and credit for their specific contributions and ideas. Advisory members, presenters, and participants will be provided with copies of event documentation related to their contributions. Advisory members, presenters, and participants will still be appropriately credited for their ideas and contributions even if they deny permission to use their personal image rights or rights to images of their intellectual property.

We will create and facilitate safe and brave spaces within events to center and prioritize the experience of marginalized people. [If this is a physical]
space staffed with facilitators offering resources and guidance, provide details from event/facilities plan. If this is self-directed, state how it will be encouraged and managed throughout the event (e.g., will potentially challenging or emotionally triggering content come with verbal and written warnings, will participants be directed to see to their self-care throughout, etc.)

Leveraging our networks and relationships to other artists, creative practitioners, culture bearers, cultural workers, funders, policymakers, organizers, activists, and community members benefits our [host AND/OR home] community. Throughout event planning, implementation, and beyond, our organization commits to providing access, engagement, and meaningful introductions to our [local, national, and/or international] networks for our advisory members, presenters and other participants.

Our organization commits to providing tangible economic benefits and value for our [host AND/OR home] community. Where possible, we have used research and best practices to establish fair and just compensation for advisory members, presenters, and participants. [Insert details of the objective information you have used (e.g. W.A.G.E., MIT Living Wage Calculator, Bureau of Labor Statistics, etc.)]

Access to our event is open to [Insert statement of whom the event is open to (e.g., membership only, invited participants, public, etc.)] Our event registration is [free or fee-bearing] with a ticket. [Insert event registration/ticket prices]. [If fee-bearing insert: “Our event will fund and facilitate undifferentiated (non-hierarchical) access through pay-what-you-can event ticketing, registrations, scholarships, and subsidies.”]

Our organization will produce and publish a detailed event program budget (prior to and as part of the final event reporting). The organization commits to investing in and contracting with qualified small, person-of-color-owned, LGBTQ+ and/or woman-owned businesses for event services and goods in the [host and/or home] community. Together with the advisory, we have established a goal to spend [insert %] of the total program budget on goods and services sourced locally, with priority given to historically/currently marginalized groups. Our organization will share the list (with contact information) of the businesses and people contracted to further support a thriving local economy.

[Some possible categories of event expenditures include, but are not limited to, artist fees and honorariums, presenter/panelist participation, subsidized participation/registrations, hotel/lodging, transportation/tours, printing, marketing and advertising, audiovisual equipment and services, catering services, photography services, graphic and web design, media production services, writing and editing, evaluation and reporting services, and assistive services and technologies. Your organization and advisory group should brainstorm and tailor this to the particularities of your event.]

Our organization will gather [quantitative AND/OR qualitative] feedback from advisory members, presenters, participants, partners, funders, and attendees. Our organization specifically commits to evaluating our performance against the CCBP and our stated aims contained within this MOU. [Insert details of your event evaluation plan/strategy, stating where possible who is responsible for event evaluation and the anticipated availability of results (e.g., 30, 60, or 90 days after the event)]. We commit to holding a post-event debrief as part of the evaluation process. Feedback on the successes and areas of improvement will be incorporated into future organizational plans and endeavors.

Our organization will contribute to field-building by sharing learnings, outcomes, resources, contact information, and analysis of the methods and strategies used through [1) Published reports, white papers, journals, blog posts, and op-eds; 2) Presentations, trainings, and other public engagements; 3) Online archives/resources that document the event, including acknowledgements; and 4) Continued engagement of local stakeholders].

[If leveraging cultural events toward other local benefits (e.g., development, education, political organizing and advocacy, etc.) please include specific other negotiated commitments here].

ATTACHMENTS
[Advisory and other organizing committee lists and contacts]
[Event Plan]
[Event Program Budget - with list of major funders and donors]
[Goods/Services Contact Lists - historically/currently marginalized groups]
[Evaluation Plan]
[Other]
This agreement is published alongside the above attachments to increase transparency and accountability to the community and the field.

Signed

Representative: ____________________________ Date: __________

Title of Representative: ____________________________

Organization: ____________________________

Community Representative: ____________________________ Date: __________

Title of Community Representative: ____________________________

Organization or Affiliation: ____________________________