

**Application**

**Artists & Lecturers Committee Funding**

**Stetson University**

**For Academic Year: 2014-2015**

**Deadline for Proposals: 4:30 PM – Tuesday, April 15, 2015**

Please submit your proposal **via e-mail** to Dr. Stephen Robinson, Chair of the Artists & Lecturers (A&L) Committee (srobinso@stetson.edu). Email Stephen with questions.

**Considerations:** As you plan your event, consider how it will contribute to the Stetson curriculum and co-curriculum. As soon as you have a proposal, please contact your A&L representative (Arts & Sciences-Gary Bolding gbolding@stetson.edu; Business-Greg McCann gmccann@stetson.edu; Music-Stephen Robinson srobinso@stetson.edu) notifying him about your proposed event. With this, we can increase communication among proposal writers and avoid multiple submissions of similar events, maximizing the benefit to all. Please also consult members of your department and/or university area to avoid submitting similar proposals; consider collaborating with a colleague for one shared event. Additionally, please time your event to avoid overlapping with other major events or similar speakers/artists.

Next, please read the Event Planning Procedures document available at http://www.stetson.edu/other/artists-and-lecturers/forms.php. This will familiarize you with your responsibilities as the presenter.

**Sponsoring program and faculty member (presenter) with contact information:**

**Name of the artist or lecturer:**

**Purpose of visit:**

**Description of intended audience:**

**What academic program(s) will this visitor enhance?**

**Will this visitor enhance Stetson’s profile in the community or region and if so, how?**

**Proposed date of event:**

**Proposed location of event (please make sure this location will be available on your proposed date):**

**Brief summary of proposed visitor’s credentials: (Please attach any supporting materials (optional) as an MS Word doc. or a PDF file, *not* in hard copy.)**

**Budget for proposed project (please break down budget to indicate funds needed for travel, honorarium, food, other events, marketing, etc.):**

**Other sources of funding that you are investigating for this event:**

**I have read the Event Planning Procedures document.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**