

Bowdoin College Lectures & Concerts Application

Please read thoroughly the application guidelines available at <http://www.bowdoin.edu/faculty/internal-funding/lectures-concerts> prior to completing application and budget forms. Please note that incomplete applications will not be accepted.

Guest Lecturer/Performer Information		
Guest Lecturer/Performer(s)		
Date of Event		
Title of Event		
Amount requested		
Applicant Information		
Primary Contact Person		
	Name	Department
Other applicant(s)		
Please describe the purpose and significance of this event		
In addition to application and budget forms, please send a clearly identified C.V. or description of the lecturer's educational and professional background to landcproposals@list.bowdoin.edu		
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have sent a c.v. or description to the committee by email.	

Please provide a detailed plan of the speaker/performer’s visit with descriptions of all presentations and contact with the campus community. Include all of the following:

- title(s) and description(s) of primary presentation(s)
- descriptions of all other contact with campus community (including meetings, workshops, classes, meals and receptions)
- date, time and location (at least tentative) for each event
- target audience(s) and/or anticipated participants for each event (including meals)

Scheduling (double click the appropriate box and click "checked" to fill in a box)

Have dates and spaces been booked with the Campus Scheduler?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has audio visual services been contacted regarding needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has dining services been contacted regarding needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Publicity How will event(s) be publicized? (e.g. student digest, faculty-staff digest, departmental newsletter, local newspapers, etc.)

Contact information

Primary sponsoring department	
Project #	
Department coordinator	
Coordinator email	

Department or Program chair endorsing this application:

Name	
Date	

Total Event Budget

A. Planned expenditures (Please justify any expense that exceeds disciplinary norms or committee guidelines)

Category	Amount	Justification (if needed)
Honorarium		
Airfare		
Ground transportation		
Lodging		
Meals		
Receptions		
Publicity		
Audiovisual services		
Other		
Total		Please note that numbers do not total automatically

B. Funding sources other than Lectures & Concerts

	Amount	Source (department, program, or fund)
Committed funds:		
Requested funds:		
Total		

C. Amount Requested from Lectures & Concerts

Total requested

Submit completed application to landcproposals@bowdoin.edu

Award (to be completed by the Lectures & Concerts committee)

Award?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount awarded	
Funding source	