# Bowdoin College Lectures & Concerts Application

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

|  |  |  |  |
| --- | --- | --- | --- |
| Guest Lecturer/Performer Information | | | |
| Guest Lecturer/Performer(s) | | Click to enter text. | |
| Date of Event | | Click to enter a date. | |
| Title of Event | | Click to enter text. | |
| Amount requested | | $ 0.00 (this amount is calculated after you fill out the budget information on page 3) | |
| Applicant Information | | | |
| Primary Contact Person | | Please enter contact name. | Please enter contact’s dept. |
| Other applicant(s) | | Please enter applicant’s name. | Please enter applicant’s dept. |
|  | | Please enter applicant’s name. | Please enter applicant’s dept. |
| Please describe the purpose and significance of this event | | | |
| Click to enter text. | | | |
| 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@bowdoin.edu](mailto:landcproposals@list.bowdoin.edu). | | | |
| Yes  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) | | | | |
| Click to enter text. | | | | |
| Scheduling | | | | |
| Have dates and spaces been booked with the Campus Scheduler? | | Yes | No | N/A |
| Has audiovisual services been contacted regarding needs? | | Yes | No | N/A |
| Has dining services been contacted regarding needs? | | Yes | No | N/A |
| Publicity  How will event(s) be publicized? (e.g., student digest, faculty-staff digest, departmental newsletter, local newspapers, etc.) | | | | |
| Click to enter text. | | | | |
| Contact information | | | | |
| Primary sponsoring department | Click to enter sponsoring department. | | | |
| Cost Center # | Click to enter project #. | | | |
| Department coordinator | Click to enter the department coordinator. | | | |
| Coordinator email | Click to enter email. | | | |
| Department or Program chair endorsing this application | | | | |
| Name | Click to enter sponsor’s name. | | | |
| Date | Click to enter a date. | | | |

Total Event Budget

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

|  |  |  |
| --- | --- | --- |
| **Category** | **Amount** | **Justification** |
| Honorarium |  | Click to enter text. |
| Airfare |  | Click to enter text. |
| Ground transportation ($140 RT Portland to College norm) |  | Click to enter text. |
| Lodging ($170 per night norm) |  | Click to enter text. |
| Meals |  | Click to enter text. |
| Publicity |  | Click to enter text. |
| Other |  | Click to enter text. |
|  |  | Click to enter text. |
|  |  | Click to enter text. |
|  |  | Click to enter text. |
|  |  | Click to enter text. |
| Total | $0.00 |  |

1. Funding sources other than Lectures & Concerts

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Source (department, program, or fund)** |
| Committed funds |  | Click enter text. |
|  |  | Click enter text. |
|  |  | Click to enter text. |
|  |  | Click to enter text. |
| Requested funds |  | Click to enter text. |
|  |  | Click to enter text. |
|  |  | Click to enter text. |
|  |  | Click to enter text. |
| Total | $0.00 |  |

1. Amount requested from Lectures & Concerts

|  |  |
| --- | --- |
| Total Requested | $ 0.00 |

|  |  |  |
| --- | --- | --- |
| Award (to be completed by the Lectures & Concerts committee) | | |
| Award? | Yes  No |  |
| Amount awarded |  |
| Funding source |  |