# 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. Submit final version, along with the C.V. or description of the guest’s educational and professional background, as a single PDF attachment to [landcproposals@bowdoin.edu](mailto:landcproposals@bowdoin.edu). 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 | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide a detailed plan of the speaker/performer’s visit with descriptions of all activities and engagement with the campus community. Include all of the following:   * title(s) and description(s) of open presentation(s) * descriptions of all other contact with campus community (including meetings, workshops, classes, meals and receptions) * collaborations or engagement with campus partners, including the Student Activities Office * target audience(s) and/or anticipated participants for each event (including meals) * date, time and location (at least tentative) for each event | | | | |
|  | | | | |
| 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 |
| Building an Audience  Please describe your plan to publicize the event(s) and build an audience. Address planned or ongoing outreach to other campus partners as well as anticipated forms of more general publicity (e.g. posters, CampusGroups, Campus Digest, departmental newsletters / email groups / social media, 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 (See L&C website for committee funding guidelines. Please include all anticipated expenses for the event: amount specifically requested from L&C will be calculated below.)

|  |  |  |
| --- | --- | --- |
| **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 ($140 per night norm) |  | Click to enter text. |
| Meals |  | Click to enter text. |
| Publicity ($25 norm) |  | 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 |