# Bowdoin CollegeLectures & 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.

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| 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. |
|  [ ]  Yes [ ]  No | I have sent a C.V. or description to the committee by email. |

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| 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 |
| PublicityHow 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 |

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