Guest Lecture Series

Program Proposal Form

Spring 2019

**Proposal Form Instructions**

Complete this form by inserting text in each shaded box below. When finished, save and send the proposal both via email and in hard copy with signatures to Susan Davignon (sdavignon@westfield.ma.edu) in the Office of Academic Affairs.

1. Your Name:
2. If you are a student, also provide the name of faculty/staff co-proposer(s), who must sign on the second page:

**Guest Presenter**

1. Name:       Title:      , Employer/Professional Affiliation (if applicable):
2. USPS Mailing Address:      , Email Address:
3. Telephone No.:      , Fax No.:
4. Biographical Sketch (if available include links to recorded presentations or other work and/or contacts for recent presentations at other institutions):

## Program Overview

1. Title:
2. Date or range of possible dates: (mm-dd-yyyy):
3. Start Time:      , End Time:       If multiple days, provide complete itinerary:
4. Location (University building/room name or number):
5. Describe the multidisciplinary or interdisciplinary educational value of this event and how it will appeal to students:
6. Explain how the proposed program will support Westfield’s 350th Anniversary celebration:
7. Identify specific programs/courses whose content relates to the speaker’s field of interest, and explain strategies to encourage those students to attend the event:
8. Explain specific strategies to attract other members of the University community and the community at large to attend this event:
9. Will the speaker/performer be in the area for another engagement? If so, please give details.
10. Comment on additional funding sources that will or may be available:
11. Provide a detailed budget outlining all expenses:
	* Guest Honorarium:
	* Transportation (air, ground, tolls, parking):
	* Meals/Catering for event
	* Lodging (if guest suite is unavailable):

**Total Funding request:** $

## Agreement

The Westfield State University Guest Lecture Series is produced by the Office of Academic Affairs in cooperation with the Guest Lecture Series Advisory Committee. The **Program** **Proposer and Host** accepts responsibility for completing program-related tasks specified in the **Guest Lecture Series Program Host Agreement** and for timely payment of all program expenses exceeding the Guest Lecture Series Committee award. **Program Endorsees** accept responsibility for assisting the Program Host with producing an audience for the event and for providing on-site hospitality for guest presenters. A proposal must have all signatures below in order to be complete.

## Agreement

**Guest Lecture Series Program Proposer and Host** (a current WSU faculty/staff member who accepts the above-stated Agreement stated above):

Name:      , Title:      , University Department:      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Guest Lecture Series Program Endorsee** (a WSU department chair, director or program coordinator who accepts the Agreement stated above)

3 Program Endorsees are required - note endorsee responsibilities in the *Program Host Agreement*):

Name:      , Title:      , University Department:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Name:      , Title:      , University Department:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Name:      , Title:      , University Department:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_