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](mailto: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: \_\_\_\_\_\_\_\_\_\_