

# REQUEST FOR FUNDING OF MAJOR EVENTS, LECTURERS, AND ARTISTS

Date: \_\_\_\_\_

To: Intellectual Life and Visiting Scholars Committee  
C/O Academic Programs AD-101

From: \_\_\_\_\_ (Person, Department Requesting Funding)

Ext. \_\_\_\_\_ e-mail: \_\_\_\_\_ Room# \_\_\_\_\_

## Speaker Information

Speaker's or Artist's

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ e-mail: \_\_\_\_\_ Fax# \_\_\_\_\_

Does your speaker have? Social Security Card \_\_\_\_\_, ITIN# \_\_\_\_\_, Working Visa \_\_\_\_\_

**Agency/Management:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Fax# \_\_\_\_\_

## Proposal Format

Title/topic: \_\_\_\_\_

Service provided: Lecture: \_\_\_\_\_ Workshop: \_\_\_\_\_

Targeted audience(s): \_\_\_\_\_

1. Brief statement of credentials of speaker or artists: brochures, reviews, resume, publicity material, press kit etc.
2. Description of the event. One to two pages describing the event to be held at CSUSB. Do not simply use a statement from the presenter or a website. This is meant to be a description written by you explaining the format, intent, and purpose of the event.
3. Description of Publicity Plans.
4. Budget narrative. Include a discussion of any agent fees that may be involved.

## Detail arrangements:

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

Room information: Size: \_\_\_\_\_ Location/room: \_\_\_\_\_

Reserved: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Sponsoring college(s) \_\_\_\_\_

Department(s): \_\_\_\_\_

Host/contact person for the guest Name: \_\_\_\_\_ Ext: \_\_\_\_\_

## Funding

Amount requested from Intellectual Life Funds \$ \_\_\_\_\_

Amount provided from other sources of funding \$ \_\_\_\_\_

Total amount needed for Event \$ \_\_\_\_\_

Itemize all sources of other funding including matching funds confirmed and available.

Source (e.g. Matching funds, gifts, ticket sales)	Amount	CSUSB Account#	Contact Name	Ext.

Ticket sales, estimated revenue: \$ \_\_\_\_\_ Ticket price \$ \_\_\_\_\_

## Budget

Speaker/Presenter's Fee/Honorarium \$ \_\_\_\_\_

Publicity/Advertising \$ \_\_\_\_\_

Room rental/Set-up charges \$ \_\_\_\_\_

Supplies, equipment, other expenses \$ \_\_\_\_\_

Total expenses \$ \_\_\_\_\_

**Please submit 13 copies to: Academic Programs**

**Room: AD-101 Ext. 73321**

**Note:** No separate expenses are allowed for lodging, travel, or hospitality.

Call for proposals are sent out via campus email as follows: Mid-April for the following academic year; if all funds are not allocated, then a second call is sent out mid-October.