Cultural Events Committee Proposal Form

Event Title: _____________________________________________________________
Speaker/Event/Guest: _____________________________________________________
Sponsor of Event: _________________________________________________________
Publicity (type): _________________________________________________________

Please attach a brief proposal to the CEC with regard to the relevance of the program and your purpose for bringing the program to Colby College.

Contact Person: __________________________________________________________
Email/Phone: ____________________________________________________________
Total costs for event (honorarium, travel, accommodations, meals): ____________________________
Funding Sources: _________________________________________________________
Amount requested from CEC: _______________________________________________
Account number to have funds transferred to: _________________________________
Person responsible for contract and check: ________________________________

Program Preparation
Location of event: ________________________________________________________
Date the scheduling office cleared event reservation: ________________________________
Special set up? ________ Yes ________ No
Presentation/Speaker will be introduced by: _________________________________
Speaker transportation will be handled by: _________________________________
Lodging at Colby? ________ Yes ________ No
If so, where? ____________________________
Reservations made by: ________________ Confirmation number: ________________
Meal/reception to proceed or follow? ________ Yes ________ No
Coordinated by: ________________ Budget to cover cost: ________________
Other arrangements: _______________________________________________________

Sponsorship Information:
Cultural Events Committee

Funding sources- The Cultural Events Committee accepts requests for co-sponsorship of events, learning opportunities, and lectures. Requesting funds includes submission of a completed Cultural Events Form. Due to the proposal review process (all proposals are reviewed by the Cultural Events Committee) so please submit in a timely manner. Please note if the CEC agrees to co-sponsor, it is expected that publicity will reflect our sponsorship and acknowledgement at event should be provided. The funds that support the CEC's sponsorship are:

• The Guy P. Gannett Lecture Fund- Established in 1963 to be devoted to "general scholarly subjects not covered by other established lectures at Colby."
• Herbert Carlyle Libby Lecture Fund- Established in 1997 "to provide support for bringing speakers to campus."
• Donna & Martin Ritter Lecture Fund- Established in 1999 "to support lectures and other student programs that would offer alternatives to social activities centered on alcohol."
• Spencer Fund- World Unity