

Lecture Series Request for Funding

November 2016, v2

Please print and complete this form and return to Janie Chambers at jfcham@olemiss.edu and copy Julia Aubrey at jaubrey@olemiss.edu, if questions call 915-2016.

Date of Application _____

Contact Person

_____ Name	_____ Daytime Phone
_____ Title	_____ Department
_____ E-mail	_____ Campus Address

Lecturer's Information

_____ Name of Lecturer (Attach Bio up to 250 words)	_____ Date
_____ Topic / Title	_____ Location

Other Activities (Receptions, Classroom, Social, etc.) – Including Dates and Times

Budget Information

The Lecture Series funds do not cover any food items.

EXPENSES		INCOME	
Speakers fee	_____	Host Department Contribution	_____
Travel	_____	Total Grants / Corporate Support	_____
Lodging	_____	Sources:	_____
Printing	_____	_____	_____
Space Use	_____	Other University Departments	
Physical Plant	_____	Department	Commitment
Security	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	_____	TOTAL	_____
		Amount Requested from Lecture Series Committee	_____

1. Please attach letter of agreement or contracts for the engagement.
2. On a single page, please provide a description of the proposed activity, addressing how the presentation will be marketed, how students will be provided access (required attendance or optional participation, etc.) All events sponsored in whole, or in part by the Lecture Series must be free to the campus community.
3. Send the Report Form to jaubrey@olemiss.edu