

Lecture Series Request for Funding

November 2016, v3

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. *The allowable amount from the Lecture Series may not exceed 50% of total cost.**

EXPENSES		INCOME	
Speakers fee	_____	Host Department Contribution	_____
Travel	_____	Total Grants / Corporate Support	_____
Lodging	_____	Sources:	_____
Printing	_____	_____	_____
Space Use	_____	Other University Departments	_____
Physical Plant	_____	<u>Department</u>	<u>Commitment</u>
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