

**COLLEGE OF ARTS AND COMMUNICATION  
VISITING ARTISTS & SPEAKERS/PROFESSIONAL PROGRAM APPLICATION**

Proposed Visiting Artist(s)/Speaker(s):

Department(s) proposing Visiting Artist(s)/Speaker(s):

Faculty member(s) submitting proposal:

Date of Application:

Briefly describe the professional activities and qualifications of the Artist(s)/Speaker(s). Attach additional descriptive information (bios, reviews, etc.), if available:

Describe the presentation(s) that will be open to the public:

\*Have any public performances been tentatively scheduled with the Director of Public Events (Sarah Altermatt's office) to insure venue and schedule availability – if available please include the date/time/location of performance and/or appearances on campus. (Please note if it is a free event or ticketed event.)

In what organized way will Artist(s)/Speaker(s) interact with faculty during this visit?

Detail how Visiting Artist(s)/Speaker(s) will work with students and the approximate number of students served in those classes. Include ALL specific course numbers, names of student organizations, or other groups that the speaker will meet with, as well as names of course professor, club supervisor, etc. (Include known appearances for specific sections/instructors when listing WOTA and if the event will serve multi-section classes/studios.)

Will this Visiting Artist(s)/Speaker(s) presentation involve other departments in the College of Arts and Communication? (Estimated number of students/faculty/staff/general public affected as a result of involvement from other departments.) Priority will be given to proposals that provide opportunities for College or University-wide participation. Attach additional information if necessary.

How might this proposal address University <http://www.uww.edu/campus-info/about-uww/mission-and-goals> and College <http://www.uww.edu/cac/about/mission.html> goals and objectives?

Length of visit & dates, if known:

Have you applied for Visiting Artists and Speakers support in the past? Yes / No

Has a Final Report been submitted? Yes (Date Submitted): \_\_\_\_\_ / No

Does this proposal involve a return engagement? Yes / No

List event(s) and date(s) of funded events.

- 
- 
- 

How much funding did you receive? (List event and award.) Did you use the funds?

- Yes / No
- Yes / No
- Yes / No

**BUDGET SUMMARY: Itemize the estimated expenses (fees & honoraria, publicity, travel, lodging, etc.):**

Travel point of origin \_\_\_\_\_

**Amount:**

Air transportation \_\_\_\_\_

\*Auto transportation \_\_\_\_\_

\*Meals \_\_\_\_\_

\*Lodging \_\_\_\_\_

\*Refer to Financial Services Travel Information guidelines: <http://www.uww.edu/adminaffairs/finance/travel.html>

Itemized Honorarium

<b><u>Activities:</u></b>	<b><u>Amount:</u></b>	_____
Lecture(s)		_____
Workshop		_____
Performance		_____
Master Class		_____
*Other		_____
<b><u>Total Honorarium</u></b>		_____

Other Expenses:

**TOTAL EXPENSES:**

**Proposed funding summary:**

Monetary contribution from sponsoring department(s)	_____
In-kind contribution from sponsoring department(s)	_____
Contribution from other funding sources	_____

Specify Source(s):

**PROJECTED TOTAL BUDGET** \_\_\_\_\_

**Request from Visiting Artists and Speakers Program:** \_\_\_\_\_  
(Should not exceed 3:1 funding match.)

Attach a letter from the department Chair supporting this application. Chair's letter must include the amount of department funding, if applicable, as well as the \*department's recommended priority. It is advisable for department faculty to coordinate with Chairs in assessing and determining the department's priority order of proposals. \*Proposals received without a priority recommendation will not be forwarded to the Dean for approval.

-----Office use only-----

**Sponsoring Department:** \_\_\_\_\_ **Total Proposals Submitted:** \_\_\_\_\_

\*Department priority recommendation: 1 2 3 4 5 6 7 8 9 10 No Recommendation  
<High Low>