**Arts & Lectures Call for Proposals Application Outline**

**Proposer Information**Proposer's Name:
University Affiliation (If University Employee, there is a $600 a day maximum stipend, if a community member, who is your university contact)?
E-mail Address:
Phone Number:

**Presenter/Performer Information**Name of Artist/ Lecturer:
If a group, how many individuals?Have you contacted the Artist/Lecturer?
Artist/ Lecturer Website and/or social media:

**Detailed Event Info and Reasoning**
Title of Event:
Type of Event:
Are you applying for an in person or virtual event? (Options include in person, virtual, or could be done either way). If event can be in person or virtual, please describe how it would be transferred to either platform:
Is this event family friendly (for all ages)?
Preferred location for this event (not guaranteed). See Venues tab on the A&L website for commonly used spaces on campus:
Preferred time of event and event run-time:
Proposed range of dates for this event:

Provide a clear and detailed description of your event (including your anticipated audience) in 250 (minimum) – 400 words:

Provide a rationale for the event in 250-400 words describing how the event relates to the Arts and Lectures mission to "inspire, motivate and support learning" and CSUSM’s mission, vision, values and strategic priorities:

How will the event provide opportunities for outreach to the local community? What do you project to be the amount of interest and impact this event will have on and off campus? (100-250 words):

How do you plan to help advertise to students and the local community? (E-mail, extra credit options to students, social media, brochure distribution off-campus, reaching out to other colleges and departments, etc.):

**Funding**
Are you submitting for a Signature Event (over the $2,000 guest contract amount and up to $7,500)?
Are you submitting for an already funded event?
If yes, please describe your funding source and amount:
Total Fee Required for Artist/Lecturer:
Total Amount Requested from Arts & Lectures:
Other Costs?
Total Artist/Lecturer Fee Expected from Co-sponsors:

**Agreement**
Terms of Agreement: **I have reviewed the Standard Practices and Expectations of the Proposer on the A&L website and agree to fulfill my responsibilities related to this proposal.**
Tech Agreement: **I understand that if this event is to take place in ARTS 111, I will email a Performance Hall Technical Questionnaire form to** **gjones@csusm.edu****.**