**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):   
Affiliation/University Department (If a community member, who is your University contact)?  
E-mail Address:   
Phone Number:   
List of Co-Sponsor(s) if applicable:

**Presenter/Performer Information**Name of Artist/ Lecturer:   
If a group, how many individuals?Are you applying for an in person or virtual event?  
If event can be in person or virtual, please describe how it would be transferred to either platform:Have you contacted the Artist/Lecturer?:   
Contact Phone:  
Contact Email:  
Artist/ Lecturer Website: Artist/Lecturer social media:  
Additional website:

**Detailed Event Info and Reasoning**  
Title of Event:   
Type of Event (check all that apply):   
Is this event Family Friendly (For all Ages)?   
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 so, please describe your funding source and amount:

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? (Email, extra credit options to students, social media, brochure distribution off-campus, reaching out to other colleges and departments, etc. Please name up to 3 additional individuals that will help you market the event):

**Funding/room/logistics**  
Preferred location for this event (not guaranteed): See Venues tab to the left for commonly used spaces on campus:   
Preferred time of event and event run-time:  
Proposed range of dates for this event:  
Estimated overall attendance and target audience (faculty/staff/community)? :   
Will there be any additional tech or support needs above and beyond normal tech requirements (average one hour tech run before the event)?:

Total Fee Required for Artist/Lecturer: $:   
Total Amount Requested from Arts & Lectures: $:   
Other Costs: $:

Total Artist/Lecturer Fee Expected from Co-sponsors (Required if submitting for Signature event): $:   
If Submitting for a Signature event, your proposal will be sent to the Provost for review for possible funding of the amount over and above the amount funded by Arts and Lectures.  
  
Have you previously received funding from A&L?:   
If yes, did you submit your "Proposer Final Report?":

**Agreement**  
Terms of Agreement (see link at top): **I have reviewed the Standard Practices and Expectations of the Proposer and agree to fulfill my responsibilities related to this proposal.**  
Tech Agreement (see link at top): **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**](mailto:gjones@csusm.edu)**.**   
Additional Comments: **-**