

**Application for Distinguished Lecture Fund
Printable Application**

Please complete this application in its entirety and mail to Gina Poff, Box 61, MTSU, Murfreesboro, TN 37132.

Contact and Approval Information

Name of Requester: _____

Department: _____

College or University Area: _____

Phone: _____

Campus Box: _____ Email Address: _____

Dept. Chair Approval: Yes No

College Dean Approval: Yes No

Proposed Speaker/Event Information

Name of Speaker: _____ Speaker Fee: _____

Amt Request from Distinguished Lecture Fund: _____
Enter if amount is different than only speaker fee and explain breakdown of funds requested.

Supplemental Funds Available from Department or College?: Yes No

If yes, explain. Please include amount from each department, college or committee. _____

Potential Topic to Present: _____

Name of Event: _____ Date of Event: _____ Time of Event: _____

Venue: _____ Estimated Audience Size: _____

Classes & Groups Required to Attend: _____

Who will be Targeted to Attend: _____

Type of Promotion to be Done for Event: _____

Other Proposed Activities While On Campus: Social Appearances Class Appearances Other

Please Explain: _____

Biographical Sketch of Speaker: _____

Write a summary on how your proposed speaker will address the following criteria: (please be very specific)

- Collaboration between multiple departments and/or colleges and how the collaboration will be promoted to each area.
- Integration as a course requirement in one or more classes
- Availability and willingness to meet with students and others in small groups
- Potential for popular appeal
- Community interest in the subject matter
- Media interest

Summary: