



# CAMERON UNIVERSITY

Rev. 11/2023

## 2024-2025 Lectures & Concerts Proposal Application

Application for Proposed Student Program or Activity Funding

**Do not alter this form. If you need additional space, please include separate pages.**

Please **type** this application and complete it in its entirety. When completed, please **email** the application in **PDF format** to the Office of the Dean of Students at [studentservices@cameron.edu](mailto:studentservices@cameron.edu) before the designated deadline. Please keep in mind that funding is limited. Incomplete or late application submissions may not be considered by the Committee.

### PROPOSAL NARRATIVE

<b>Date of Application:</b>			
<b>Name of Event:</b>			
<b>Sponsoring Department and Auxiliary Acct #:</b>			
<b>Name of Person Submitting this Proposal:</b>			
<b>Contact Phone # and Email Address:</b>			
<b>Name of Department Chair:</b>			
<b>Would you like to present your submitted proposal to the Committee in person? (10 minute time limit)</b>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

<b>Type of Proposed Activity or Event (i.e. Webinar, On-campus, etc.):</b>
<b>Tentative Date(s) and Location of Proposed Activity or Event:</b>
<b>Total Amount (\$) Requested:</b> (Note: Only enter the total amount here. Details should be included on page 4)
<b>Description and Purpose of Proposed Activity or Event:</b>

**Rationale for Requested Funding:** (Note: please also explain increase/decrease of funding amount requested.)

**Artist or Lecturer Information:**

**Significant Entertainment and/or Educational Experiences Provided for Students:**

<b>Expected Student Attendance or Participation for AY 2024-2025:</b>
<b>Student Attendance Each Year for the Past Five (5) Years:</b>
2023-2024: _____ 2022-2023: _____ 2021-2022: _____ 2020-2021: _____ 2019-2020: _____
<b>Estimated Attendance of Others Expected for AY 2024-2025:</b>
<b>Describe Planned Promotional Activities:</b>

Attach any additional relevant information with this application and electronically submit the entire proposal application (including attachments) to the Lectures and Concerts Committee via the Office of the Dean of Students at [studentservices@cameron.edu](mailto:studentservices@cameron.edu).

**Please include the detailed budget on Page 4 with your electronic submission pack.**

<b>LECTURES AND CONCERTS APPLICATION DETAILED BUDGET</b>		
<b>EXPENSE ITEM</b>	<b>HOW WILL THESE ITEMS BE UTILIZED FOR THIS ACTIVITY/EVENT?</b>	<b>COST</b>
<b>Speaker/Performer Fee</b> (List all expenses)		
<b>Printing Services</b> (Be specific)		
<b>Advertisement</b> (Be specific)		
<b>Supplies</b> (Be specific)		
<b>Refreshment Items</b> (Include \$ per person cost)		
<b>Misc Operating Costs</b> (Be specific)		
<b>Other Expenses/Costs</b> (Be specific)		
	<b>Total Expenses:</b>	