

Cultural Events Committee Proposal Form

Event Title: _____

Speaker/Event/Guest: _____

Sponsor of Event: _____

Publicity (type): _____

Please attach a brief proposal to the CEC
with regard to the relevance of the program
and your purpose for bringing the program to Colby College.

Contact Person: _____

Email/Phone: _____

Total costs for event (honorarium, travel, accommodations, meals): _____

Funding Sources: _____

Amount requested from CEC: _____

Account number to have funds transferred to: _____

Person responsible for contract and check: _____

Program Preparation

Location of event: _____

Date the scheduling office cleared event reservation: _____

Special set up? _____ Yes _____ No

Presentation/Speaker will be introduced by: _____

Speaker transportation will be handled by: _____

Lodging at Colby? _____ Yes _____ No

If so, where?

Reservations made by: _____ Confirmation number: _____

Meal/reception to proceed or follow? _____ Yes _____ No

Coordinated by: _____ Budget to cover cost: _____

Other arrangements: _____

Sponsorship Information:

Cultural Events Committee

Funding sources- **The Cultural Events Committee** accepts requests for co-sponsorship of events, learning opportunities, and lectures. Requesting funds includes submission of a completed Cultural Events Form. Due to the proposal review process (all proposals are reviewed by the Cultural Events Committee) so please submit in a timely manner. Please note if the CEC agrees to co-sponsor, it is expected that publicity will reflect our sponsorship and acknowledgement at event should be provided. The funds that support the CEC's sponsorship are:

- The Guy P. Gannett Lecture Fund- Established in 1963 to be devoted to "general scholarly subjects not covered by other established lectures at Colby."
- Herbert Carlyle Libby Lecture Fund- Established in 1997 "to provide support for bringing speakers to campus."
- Donna & Martin Ritter Lecture Fund- Established in 1999 "to support lectures and other student programs that would offer alternatives to social activities centered on alcohol."
- Spencer Fund- World Unity

