SALISBURY UNIVERSITY – FULTON PUBLIC HUMANITIES
EVENT PROPOSAL FORM

Submitted by:	
Contact Info: (phone/email)	
Program Title:	
Type of Program:	
Date/Time:	
Location:	
Speaker(s):	
Target Audience:	
Description: Include details about the event.	
Panorama description (Please include the wording that will appear in Panorama magazine).	
Co-sponsors: Include departments/groups, name of contacts, and amount of funds provided by each.	

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EVENT COSTS:

Presenter(s) compensation: This will include honorariums, gas, mileage (.655 per mile), tolls, flight, meals (per diem). **This will be a direct check to the presenter(s).**	
Lodging (Hotel or Carriage House)	
Catering (est. # of attendees and price per person)	
Other: (marketing materials, supplies, etc.) **MUST** include <u>minimum of $50.00</u> for posters/flyers through SU Publications. **Applicant is responsible for collecting posters from copy center and distributing them.**	

Total Costs =_____   Funds Requested from FPH = _____

** Please note that a requirement of event approval includes the agreement that the grant awardee event will submit a **minimum of 3 photos of the event within 7 days <u>after the event</u>** to be used for social media. Photos should be submitted to Jenna Habermeyer at jlhabermeyer@salsbury.edu.

FOR COMMITTEE USE ONLY

Date proposal was submitted: _____

Date proposal voted on: _____

☐ Approved   ☐ Not Approved   ☐ Partial Approval

Reason for decline:

_____

_____

_____

Reason/Explanation of partial approval:

_____

_____

_____

Payment/Transfer information:

_____

_____

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Notes:

_____

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FPH Event Proposal information

1. **Presented by:** individual person, department, organization, club, etc.

2. **Program title:** title that would be used for advertising

3. **Type of program:** lecture, film, panel discussion, performance, etc.

4. **Date/Time:** date and time that the program will be held

5. **Location:** location where the program will be held – if on campus specify building and room desired and whether or not it has already been requested.

6. **Speaker(s):** name of speakers and participants that will be presenting

7. **Target Audience:** who is the target audience, and who would benefit by attending

8. **Description:** Include details about the event. Include a blurb that may be used for promotion.

9. **Panorama description.** Please provide a short description that will be used in Panorama.

10. **Co-sponsors:** Include departments/groups, name and contact information, and amount of money or supplies that are being contributed.

11. **Presenter (s) Compensation:** Honorarium. Amount to be paid to the presenter – indicate what is included (travel, lodging, meals, etc.). Travel Expenses**:** include amount and what it will be covering (gas, mileage, tolls, or flight). Meals: include the number of meals that will be given to presenter(s). SU per diem rates will guide the amount.

Current standard per diem meal rates without receipts:	
Breakfast	$15.00
Lunch	18.00
Dinner	30.00
Total	$63.00

12. **Lodging:** include number of nights and total amount to be paid (~$150.00 per night – can reserve Carriage House on campus for ~ $95.00 - **weekends rates are higher)

13. **Catering:** include an estimated number of attendees, price per person, and total amount (can use the recommended order included below – tends to be plenty for small evening events)
    - Water, coffee/tea, 2 cookies/person (minimum order for 25 people) = $90.00

14. **Other expenses:** marketing materials, event supplies, etc.
    - University designed emails - $5
    - University designed flyers - $25 design fee and $.50 per copy (ex. 10 flyers = $50.00)

Additional Information:

If funds are awarded by the committee, it will be the <u>responsibility of the faculty member submitting this proposal</u> to work in conjunction with the FHP Program Specialist to:

- Arrange all money transfers from other departments to the appropriate FPH account number.

- Provide the preferred building and room number for the event, the projected number of attendees, and desired start and end times for the event. If specific equipment or amenities are required, submitter must work with FPH Specialist to acquire them.

- Submit preferences for catering (if applicable) in keeping with the budget and the projected attendance numbers. Catering orders should be placed using the FPH account code.

- Provide each speaker's name and email address to FPH Specialist for honorarium paperwork.

- Submit any additional event information necessary for Panorama by the appropriate deadlines (Fall event info must be submitted by May 1; Spring event info must be submitted by October 1).

- Submitter will be notified when marketing materials are available for pick up at the copy center and will be responsible for distributing them for the biggest exposure.

- Proposal submitter must pick up posters from the Copy Center and distribute.

** Submitters should work with Jenna Habermeyer, FPH Program Specialist, to schedule room reservations, prepare necessary forms and paperwork, and provide appropriate materials to promote the event. Copies of all event-related paperwork must be submitted (via interoffice mail or in-person to Jenna Habermeyer in the Philosophy Department).

** All changes must be submitted to the committee for further approval.

** Contact Jenna Habermeyer at jlhabermeyer@salisbury.edu or (410) 677-5070 with any questions.