

SALISBURY UNIVERSITY – FULTON PUBLIC HUMANITIES
EVENT PROPOSAL FORM

Submitted by:	
Contact Info:	
Program Title:	
Type of Program:	
Date/Time:	
Location:	
Speaker(s):	
Target Audience:	
Description: Include details about the event.	
Panorama Please include the wording that will appear in the Panorama magazine, 50 words or less.	
Co-sponsors: Include departments or groups, name of contacts, and amount of funds provided by each.	

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EVENT COSTS:

<p>Presenter(s) compensation: This will include honorariums, gas, mileage (.655 per mile), tolls, flight, meals (per diem). Please list honorarium separately from other expenses. This will be a direct check to the presenter(s).</p>	
<p>Lodging (Hotel- Hampton Inn in Fruitland or SU Cottage or Carriage House)</p>	
<p>Other: (marketing materials, supplies, etc.) MUST include <u>minimum of \$25</u> for posters/ flyers through SU Publications. Applicant is responsible for collecting posters from copy center and distributing them.</p>	

Total Costs = _____

Funds Requested from FPH = _____

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. Fifty words or less.
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. Amounts over \$1,000 will often require sponsorship from other departments. Travel Expenses: include amount and what it will be covering (travel, lodging, gas, mileage, tolls, etc). 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
<u>Dinner</u>	<u>30.00</u>
Total	\$63.00

12. **Lodging:** include number of nights and total amount to be paid (~\$110.00 per night – can reserve Carriage or Cottage House on campus or the Hampton Inn in Fruitland. **weekend rates are higher)
13. **Catering:** include an estimated number of attendees, price per person, and total amount. For a list of catering options and prices, please contact Jenna.
 - Water, 2 cookies/person (minimum order for 25 people) = \$100.00
14. **Other expenses:** marketing materials, event supplies, etc.
 - University designed emails and fliers: about \$25 depending on the amount of copies

Additional Information:

If funds are awarded by the committee, it will be the responsibility of the faculty member submitting this proposal 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.
- 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.
- 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 Specialists, 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 with any questions.