

## Visiting Artist Proposal Form

Completed proposals are to be submitted to each member of Department Committee B.

To provide time for review by Committee B and then discussion in a faculty meeting, please observe the following submission dates:

For guests in the spring semester	Submit proposal to Committee B by 2 <sup>nd</sup> Monday in November
For guests in the fall semester	Submit proposal to Committee B by 1 <sup>st</sup> Monday in April

**Proposal sponsor –**

**Date of Application –**

**Artist name –**

**Semester and date(s) of visit –**

- Outline of the workshop schedule, what will be done, who (what classes, community etc.) will be invited, and how will they benefit from this workshop.

- Overall costs of the workshop:

Artists fee/Honorarium –

Transportation –

Food & Lodging –

Food:

Lodging:

Supplementary materials (if needed) –

Total –

- Attach the artist vitae and at least two images of the work or supporting materials.

**\*All scheduling and transportation arrangements are the responsibility of the faculty sponsor.**