Multicultural Guest Artist Application

Use of this fund is subject to the following limitations:
1. All requests must have departmental sponsorship, i.e. departmental commitment to promote student attendance at event, including efforts to build an audience of people of color.
2. Applications for Multicultural Guest Artist funds may come only after the applicant’s departmental funds are spent or allocated, or they should be matched by departmental funding.
3. All departments are responsible for arranging sponsorship (if any), honorarium, publicity, travel and accommodations, meals, refreshments at event, etc.
4. The maximum amount of guest artist funds awarded any department in a given year is $1000.00.
5. All receipts for the event should be sent to Razel Jones, Administrative Assistant, Multicultural Affairs, no later than 30 days after the event.

Applications must be submitted to the Dean for Multicultural Affairs no later than 60 days prior to an event

Contact: _____________________________ Dept. __________ Ext.: _________ Email: ________________

Artist Name: ____________________________________________________________
(please attach copy of resume/vita or send by email)

Title/Purpose of Event (attach if more room needed)

______________________________________________________________

Lecture Date(s): ________________ Time(s): ________________ Location: ________________

Target Audience/Publicity Plan:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Anticipated Expenses:

Honorarium ________________
Travel ________________
Lodging ________________
Meals ________________
Refreshments ________________
Publicity ________________
Other ________________

Total Anticipated Expenses: ________________

Departmental Funds available for this speaker: ________________ Dept. Account # ________________

Amount requested from Multicultural Guest Artist: ________________

Applicant’s signature ____________________________________________ Date ________________

Department Chair signature _________________________________ Date ________________

(Indicating full departmental sponsorship)


Date Request Received ________________

☐ Request APPROVED up to $______________________ ☐ Request NOT APPROVED

Michelle Loyd-Paige, Interim Dean for Multicultural Affairs __________________________ Date ________________