

SFP GUEST SPEAKER APPLICATION

DATE SUBMITTED: _____

SUBMITTER'S NAME: _____

EMAIL/PHONE: _____

PROPOSED SPEAKER'S NAME: _____

PROFESSION/SPECIALIZATION: _____

PROPOSED TOPIC: _____

PROPOSED TERM/DATE(s): _____

HAVE YOU DISCUSSED THE POSSIBILITY OF A VISIT TO SFP WITH HIM/HER?

YES NO

PLEASE ATTACH NO MORE THAN 2 PAGES PROVIDING THE FOLLOWING:

~ A SUMMARY BUDGET INCLUDING ALL COSTS FOR THIS VISIT, AND WHETHER THERE IS POTENTIAL FOR FUNDING OUTSIDE OF SFP;

~ A SHORT BIOGRAPHY, LISTING FILMS, EXHIBITS, PERFORMANCES, OR PUBLICATIONS, AS APPROPRIATE;

~ A BRIEF STATEMENT ASSESSING THE PROPOSED SPEAKER ACCORDING TO THE FOLLOWING CRITERIA:

- a) Professional Stature
- b) Potential Impact on Specific Classes
- c) Potential Impact on SFP Faculty and Staff
- d) Potential Impact on Faculty Research/Creativity
- e) Broader Community Outreach

DEADLINES:

Deadline for Spring 2013 Events: **Nov. 20, 2012** (before Thanksgiving break.)

Deadline for Fall 2013 Events: **March 8, 2013** (before Spring break.)

Submit printed application to Jeanette Goodwin for committee review

The Guest Speaker Committee's mission is to review, assess and identify appropriate speakers based on content, audience and budgetary restrictions. Once approved, the speaker's visit is the responsibility of the faculty submitting the application. This includes paperwork (hospitality forms), booking hotel/travel/meals, MSU/CAA calendar listings/announcements and all publicity.