

**DMLL**  
**Case Western Reserve University**  
**SPEAKER/PERFORMER PROPOSAL FORM**

Date of submission: \_\_\_\_\_

**1. Name & Contact Information (including email address) for Faculty or Staff Member(s) responsible for the event:**

**2. Name of Speaker:**

**3. Description of Speaker's presentation. This should include the following:**

–The title (or research focus) of the speaker's presentation

–A Speaker's brief bio.

**4. A description of how the event contributes to the research and teaching mission of DMLL.**

**5. Date(s) of Event**

**6. Has the speaker previously presented his/her work at Case? If so, please provide specific date/s and indicate if the previous presentation/s was/were funded by the Speakers Committee (provide specific amount)**

**7. What other co-sponsors have been approached?**

**8. What other co-sponsors have made a commitment?**

**9. Projected Expense Budget (indicate breakdown)**

**10. Projected Income Budget**

**11. Amount Requested from the DMLL Speakers Fund.**

**12. Additional notes?**