

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?