**Friday Forum Proposal**

Please use this form to propose a Friday Forum event for next year. All proposals will be considered by the Friday Forum Committee.

Approved Friday Forum proposals come with a standard budget of $150, which can be used to purchase extra refreshments, to reimburse travel, or for an honorarium, though be aware that honorarium requests carry additional paperwork (particularly for international speakers). New guidelines make it difficult to take speakers out to dinner, as there is a cap on reimbursement ($12/person) and alcohol and tax are not reimbursable.

For Fall events, the deadline for submitting proposals is June 15; for Spring events, the deadline is October 15. In order for your event to be posted to our website and the GC calendar, the final title of the event, speaker name(s)/affliation(s), and a brief description of the event must be sent to Nancy by August 15 for Fall events by January 15 for Spring events.

Area Group(s) or faculty member(s) proposing event:

Faculty contact, with email, for event:

Name of event:

Speaker(s) participating in the event, with affiliation(s):

Proposed date(s) of event:

Requested budget and rationale (standard budget for events is $150):

Will you be providing your own poster for this event? YES/NO

(If “yes,” please give the completed PDF file to Nancy two weeks in advance of the event for distribution. Otherwise, Nancy or a student worker will prepare a flier for the event.)

Will this event take place in the English Lounge? YES/NO If not, where?

 Technology requirements (we have a permanent computer/PowerPoint setup in the Lounge):

 Additional comments/requests: