

The Lecture Committee 2020-21:

Gregory Mitchell, chair

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**Requests for funds are due no later than September 18, 2020 for the fall and February 12, 2021 for the spring.** Proposals should be submitted via our online form, which can be found on the Lecture Committee website. <https://committees.williams.edu/faculty-standing-committees/lecture-committee/>

The Lecture Committee funds visits by scholars, writers, and artists who will contribute to the academic life of departments, programs, and the college community as whole. This memo is both an invitation to submit proposals and a description of our funding policy and procedure.

### **Policy:**

The Committee will fund up to 50% of the cost of an event. The maximum contribution the Lecture Committee can make will be \$1000. Speaker visits must have a public component and should be of interest to a variety of constituencies across the campus. To ensure that events have broad support, proposals must successfully raise funds from at least one source other than the Lecture Committee. Although students may identify speakers of possible interest, they must have a faculty sponsor to request support from the Committee.

### **Procedure:**

The committee will meet twice this year to evaluate proposals. Proposals are to be submitted by Google form (link above). If you have questions or issues with the form, please contact Veronica Bosley: [vbosley@williams.edu](mailto:vbosley@williams.edu). Proposals are due by Friday, September 18 for the first review (proposals for Fall and Spring semester) and by Friday, February 12 for the second review (additional proposals for Spring Semester). Spring projects that are not funded at the September review can be re-submitted for the December review. Applicants will be notified of funding allocations by September 30 (for the first round) and February 24 (for the second round).

Requests for funding should include:

1. An itemized budget.
2. A list of groups expected to contribute and the size of their contributions.
3. A brief description of the talk/panel, along with a description of the speaker's background.
4. A description of the intended audience with an estimate of its size, and an outline of how the event will be publicized.
5. A description of how you are managing the event (i.e. RSVPs. Zoom, etc.)
6. An account number to which funds can be transferred.
7. The name of the faculty or staff contact person for the event.

It is helpful if you supply as much of this information as you can at the time you first make your request, estimating whenever necessary. To minimize conflict with other events and to maximize exposure to the Williams community, sponsors should check the online Public Events Calendar

(<https://events.williams.edu>) as well as the Campus Events Planning Calendar (email [cgreene@williams.edu](mailto:cgreene@williams.edu) for access) to find the best time to schedule the event.

For information on speaker contracts and event planning, please visit <https://faculty.williams.edu/resources/event-planning/>

Please contact Gregory Mitchell or Carrie Greene with any questions.