

2024-2025
UNIVERSITY LECTURERS SERIES PROPOSAL FORM

Instructions

1. Please complete this form as thoroughly as possible, in no more than the three pages provided. **Applications not submitted on this form, or exceeding the 3-page limit plus a 1pg biography, will not be considered!**
2. **This form and the attached speaker's bio should be submitted as a single PDF document.**
Please title the proposal with the sponsor's name and unit. (name_unit.pdf).
4. Send proposals to: facultysenate@txstate.edu no later than 5:00 PM, the first Friday of February.

SPONSOR'S NAME		TITLE	
UNIT		PHONE	
EMAIL			
SPEAKER'S NAME			
POSITION/TITLE			
TOPIC/TITLE OF LECTURE(S)			

Estimated date (s) on which lecture will be given _____

Estimated number of Attendees: _____

Interest/Anticipated Audience:

How will this event generate broad interest across the university? (1000 character limit)

Which university colleges, schools, departments or organizations will be most interested in this event? (750 character limit)

How will this event generate and recruit broad interest in communities outside of Texas State University? (750 character limit)

Topic/Speaker Involvement:

Plans for scholarly dialogue involving the speaker, participants, and community (include activities involving TXST students/faculty/staff **and** activities involving the speaker): (1000 character limit)

How does the event/speaker advance the diversity and inclusiveness mission of the university (please include aspects of content diversity and other diversity [e.g., LGBTQ+, Gender, Neurodivergence, race/ethnicity])? (750 character limit)

Biography of the speaker (please attach).

(Please limit this Biography to **1-page maximum** - and save application as a single PDF prior to submitting)

Event Logistics:

Describe the event details and planning to ensure feasibility of success. (1000 character limit)

Provide details regarding contact with the speaker & speaker's commitment to this event: (750 character limit)

How do you plan to market this lecture so that the university, nearby communities, and other academic institutions will be notified well in advance of the event? (Check all that apply & 500 character limit for additional details)

- | | | |
|---------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Flyers (indicate where posted) | <input type="checkbox"/> Radio Announcement | <input type="checkbox"/> Course Announcements |
| <input type="checkbox"/> Email (indicate to who) | <input type="checkbox"/> University Star Announcement | <input type="checkbox"/> Community Posts |
| <input type="checkbox"/> Event Posters | <input type="checkbox"/> Newspaper Announcement | <input type="checkbox"/> Student Organization Announcements |
| <input type="checkbox"/> Social Media Posts | <input type="checkbox"/> Media Interview | <input type="checkbox"/> Describe Specifics and Other Plans |

Collaboration/Budget:

BUDGET

University Lecturers Fund (Only these three items can be paid for by ULF up to a **max. of \$3000**, other/excess items should be covered by other co-sponsor funding sources and described in justification.)

Speaker's expenses (honorarium/fee) _____

Travel _____

Accommodations (if any) _____

TOTAL ULF REQUEST _____ (Max. \$3000)

Co-sponsor funds

Publicity _____

Reception/food _____

Other expenses _____

TOTAL BUDGET _____

Please note that some proposals may receive partial funding if awarded.

BUDGET JUSTIFICATION (Explain your listed expenses) (1000 character limit)

Co-sponsor(s) and/or other financial resources (name(s) and dollar amount):

Is there any additional information that you would like to provide that would be of assistance to the committee in reviewing your request?