

2025-2026

UNIVERSITY LECTURERS SERIES PROPOSAL APPLICATION FORM

Instructions

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

Sponsor's Name: _____ Title: _____

Academic Unit/College: _____ Email: _____

Speaker Name: _____ Position/Title: _____

Topic/Lecture Title: _____

Location of intended event: San Marcos Campus Roundrock Campus Other _____

Estimated **Number of Attendees**: _____ Anticipated date(s) of event: _____

Amount of ULF Requested for Event \$ _____ (Max. \$3000) – *reported in Budget at end of application*

INTEREST/ANTICIPATED AUDIENCE

Relevancy of Topic: Describe what you hope to accomplish with this event and why the intended topic is relevant and timely to the TXST community. (1200 Character limit, including spaces)

Broad Interest: How will the topic/speaker of this event generate broad interest across the university? (Include which TXST colleges, schools, departments or organizations will be most interested in this event) (1200 Character limit)

Scope of Attendees: How will this event/speaker generate broad interest in attracting a broad scope of student groups (e.g., undergrad, grad, first-gen, veterans, other)? (600 Character limit)

External Reach: How will this event generate and recruit broad interest in communities outside of TXST? (600 Character limit)

TOPIC/SPEAKER INVOLVEMENT

Active Scholarly Dialog: Describe plans for facilitating scholarly dialogue before/during the event involving the speaker, participants, and community (include activities involving TXST students/faculty/staff engaging in the topic). (600 Character limit)

Speaker Involvement: Describe how the speaker will be actively involved with all anticipated audience members before/during/after the event (include activities involving TXST students/faculty/staff engaging with the speaker). (600 Character limit)

Continued Reflection after Lecture: Describe plans about additional follow-up activities/actions beyond/after the lecture integrating opportunities for continued reflection/discourse by TXST participants. (e.g., *how the topic is further considered beyond the main lecture*) (600 Character limit)

University Mission and Shared Values: Provide multiple clear connections on how the speaker/event will align with and advance the university mission and shared values. (900 Character limit)

Speaker Biography: Please provide a brief biography of the intended speaker that highlights their expertise within the intended topic and their national and international accomplishments (1200 Character limit)

EVENT LOGISTICS

Event Planning: Describe the event details and planning to ensure feasibility of success. (1200 Character limit)

Provide details regarding your **established contact** with the speaker and the speakers **tentative commitment** to this event. (300 Character limit)

Marketing Plan: How do you plan to market this lecture so that TXST, nearby communities, and other academic institutions will be notified well in advance of the event? (Check all that apply)

- | | | |
|---|---|---|
| <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"/> Other (describe in recruitment plan) |

Detailed Recruitment Plan: Include specifics on justifications for how/why you intend to purposefully recruit the intended audience to your proposed event in a timely manner to facilitate participation. (900 Character limit)

COLLABORATION/BUDGET

Event Budget:

University Lecturers Fund (ULF can only provide funding for speaker expenses, travel, and accommodations up to a total of \$3000, other items should be covered by co-sponsors/other funding sources)

Speaker's expenses (*honorarium/fee*) _____
 Travel _____
 Accommodations (*if any*) _____

TOTAL ULF REQUEST _____ (Max \$3000)

Co-sponsor funds

Publicity _____
 Reception/food _____
 Other expenses (*explain in justification*) _____

TOTAL BUDGET FOR EVENT _____

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

Budget Justification: Explain your justification for the listed event expenses. (900 Character limit)

Collaboration: Include the name/unit of your **co-sponsor(s)** and their commitment/**committed funding**.

Co-Sponsor/Unit: _____	Commitment _____
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Co-Sponsor/Unit: _____	Commitment _____
Co-Sponsor/Unit: _____	Commitment _____
Co-Sponsor/Unit: _____	Commitment _____