VISITING LECTURES COMMITTEE (VLC-RFP)  
REQUEST FOR FUNDING PROPOSAL – SP15

- Please mail one signed hardcopy to Diane Kornegay at the OSA/Union by Friday, December 5, 2014
- Note that this form is NOT the University Theme Committee RFP.
- Read the RFP Guidelines (Classes and Workshops are not allowed)
- Do not alter the categories in this document

Name of Organization or Department:

Faculty Advisor’s Contact information  
(Name, phone, & e-mail):

Student Organization President’s Contact name & number:  
(If applicable or N/A)

Will this be a co-sponsored event? Yes or No

Type of Program: Lecture _____ Film ____ Workshop ______

How will this program benefit the student body?

Name of Lecturer:  

Proposed Date of Program:  

Location:  

Time

ANTICIPATED COST OF PROGRAM  

Lecture Fee/Honorarium _____________

Other anticipated expenses - advertising, programs, etc.  
(if not included in Honorarium) _____________

Total Cost of Program _____________

ANTICIPATED REVENUE  

Allocation from Org. Dept. to help cover the cost of the program. _____________

Amount of funds secured from other sources. (Please attach a list.) _____________

*WE AGREE TO ABIDE BY ALL OF THE GUIDELINES AS STATED BY THE VISITING LECTURES COMMITTEE.*

Signature of Faculty Advisor or Dept. Chair ___________________________ Date ___________________________

Signature of Organization President (If applicable) ___________________________ Date ___________________________

Signature of VLC Chairman ___________________________ Approved Disapproved Date

Please provide additional information on the program and lecturer that will assist us in making a fair decision. Include URL links or materials with completed forms. Questions? Contact Diane at dm-kornegay@wiu.edu, THANK YOU!

Return by (Date) to: VLC c/o Diane Kornegay  
OSA/UNION