

**APPLICATION FOR SPEAKERS & SPECIAL
EVENTS COMMITTEE FUNDING
The University of Tennessee at Chattanooga**

| | | | |
|------------------------|--|----------------------------|--|
| Name | | Date | |
| E-Mail | | Phone | |
| Department | | Dept. Mail Code | |
| Funds Requested | | Total Cost of Event | |

| | |
|---|--|
| Title of Event | |
| Dates of Proposed Activity | |
| Time of Event | |
| Location | |
| Estimated Number of UTC Students who will Attend Event | |

Describe credentials of speaker or group:

Describe how your program will benefit UTC STUDENTS:

Describe your plans for promoting the event:

How will you evaluate the student reaction to or evaluation of your event?

List any co-sponsors and fully explain the contribution they will make:

| Co-Sponsor | Contribution |
|-------------------|---------------------|
| | |
| | |
| | |
| | |
| | |
| | |

Are any fees charged for this event: No Yes*
If yes, please explain:

Budget:

| Item | Amount |
|-------------------------------|---------------|
| Honorarium/Speaker/Artist Fee | |
| Airfare | |
| Lodging | |
| Per Diem | |
| Ground Transportation | |
| Other (specify) | |
| | |
| | |
| | |
| | |
| | |
| Total | |

Other Sources of Funds for this Activity:

| Funding source | Amount applied for | Amount received |
|-----------------------|---------------------------|--------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | Total Other Support: \$ |

Did you receive any funds from the Speakers and Special Events Committee last year?

Yes No

If so, have you completed and submitted final reports? Yes No

FAILURE TO COMPLETE FINAL REPORTS WILL MAKE THE APPLICANT INELIGIBLE TO RECEIVE ADDITIONAL FUNDING UNTIL ALL REPORTS ARE FILED.

Signature of Applicant _____