

Application for University Special Lectures Program Support

Date: _____

Applicant: _____

Phone: _____

Email: _____

Campus Address: _____

Department/College: _____

Lecturer: _____

Title/Affiliation: _____

Title of Lecture: _____

Anticipated Date(s) of Lecture: _____

Estimated Total Costs: _____

Amount Requested from Lectures Fund: _____

Amounts and Sources of Other Funds: _____

Approved by _____

Department Head: _____ Date: _____

Dean: _____ Date: _____

Send completed form to Paula Clark, Office of Undergraduate Studies, clarkps@auburn.edu.
Please call 844-4900 with questions.

Please address the following questions (add space as needed).

1. Provide a description of the lecturer's work and contribution to his/her field; highlight examples of distinctive scholarship and accomplishment. Attach a copy of his/her vita.
2. Describe the lecturer's program, including format.
3. Explain how the program will benefit Auburn University, faculty, staff, and/or students.
4. Outline activities and schedule.
5. Outline plans for publicizing the lecture program.
6. Provide a proposed budget, including fee for lecturer, and travel, lodging, meals, venue rental, publicity/printing, and miscellaneous costs as applicable.