University of Wisconsin Whitewater

Visiting Artist & Speakers / Professional Program Application

Applications are due to the Associate Dean's office (Room 2030 / smithb@uww.edu) by March 15 for first round consideration and by October 15 for second round consideration. (If the deadline falls on a weekend, the application is due on the next business day.)

1. Date of Application:

2. Department(s) proposing Visiting Artist(s)/Speaker(s):

3. Faculty/staff member(s) submitting the proposal & VA host:

4. Proposed Visiting Artist(s)/Speaker(s):

5. Briefly describe the professional activities and qualifications of the Artist(s)/Speaker(s). A 1-page abbreviated bio is required as an attachment.

6. Dates of visit: to

7. List the presentation(s) that will be open to all students faculty, and staff as space allows. Please include times & venues as a bulleted list.

8. Have you contacted the College of Arts & Communication Director of Marketing & Events to ensure venue and schedule availability with no conflicts?   ○ Yes   ○ No

9. In a bulleted list please describe the organized ways in which the Artist(s)/Speaker(s) will interact with faculty during the visit.

10. Detail how Artist(s)/Speaker(s) will work with students and the approximate number of students served in those classes. As a bulleted list please include:
    - ALL specific course numbers and professor/instructor (for WOTA sections please be specific).
    - Names of student organizations and supervisors.
    - Other groups that the speaker will meet with.

11. Will this Artist(s)/Speaker(s) presentation involve other departments in the College of Arts and Communication? ***Priority will be given to proposals that provide opportunities for College or University-wide participation.*** As a bulleted list please include:
    - Which departments
    - Estimated number of students/faculty/staff/general public served as a result of involvement from other departments.)

12. Describe how this is a unique opportunity for a student experience at UW-Whitewater. How is this different from what already exists within the College of Arts and Communication?

13. Does this proposal involve a return engagement? ○ Yes   ○ No

14. Fill out Budget Summary Sheet ([separate Excel file](#)) and submit with application. Payments to individual visiting artist will be all Inclusive. The visiting artist/speaker must pay for all of their own travel expenses. This includes lodging, airfare, and meals. This will be included in their stipend/honorarium.

15. Attach a letter from the host department supporting this application. This letter must include the <u>amount of department funding.</u> The letter must also provide verification of a vote of majority support from department faculty and academic staff. ***Proposals received without majority support will not be forwarded to the Dean for approval.***

** NOTE: No additional funds will be provided by the Dean or Associate Dean for activities that were not part of the original budget request. Please plan accordingly and account for these expenses in your budget request/allowance.

For Office Use Only:

Department Ranking:

                                1   2   3   4   5   6   7   8   9   10   **[of]**   1   2   3   4   5   6   7   8   9   10