

Proposal Template to Seek Funding to Invite a Guest with Honorarium

We seek approval for funding to invite [Guest Lecturer's Name] as a guest lecturer for the [Event/Series Name] to be held on [Event Date]. This proposal includes offering an honorarium and covering associated expenses as outlined in the College of Design's guidelines.

Event Details:

- Lecture/Workshop Title: [Title of the Lecture]
- Date: [Event Date]
- Location: [Event Location]
- Audience: [Students, Faculty, Public, etc.]
- Additional commitment from the guest: [Participation in final project presentations, conversations with students, etc.]

Based on the College of Design's guidelines for honoraria, I propose offering [Guest Lecturer's Name] an honorarium of [amount]. This amount includes the below:

- Travel: [\$XX]
- Hotel: [\$XX]
- Meals: [\$XX] (reduced by the per diem amount for any group meals).

Additional Information: [Provide any additional context, including event objectives, the value of the guest lecturer's contribution, and how the event aligns with department/college goals.]

Thank you for your consideration.

Best regards, [Your Name] [Your Position] [Department]