Full-Scale Grant Application Form: Speaker Request  
ECOllective Student Project Committee

All applicants must be an undergraduate or graduate student at the College of Charleston. Applications may be submitted as groups or with faculty or staff advisors, but the application itself must be submitted by current College of Charleston students. Example tables are given for specified sections. Please add more rows to the tables as necessary. The maximum funding allowed for speaker requests is $5,000.

Part I: General Information
Project title:
Application date:
Event date:
Event location:
Number of expected attendees:

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant Email</th>
<th>Expected Graduation Date</th>
<th>Title</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td><a href="mailto:doejo@g.cofc.edu">doejo@g.cofc.edu</a></td>
<td>May 2020</td>
<td>Project manager</td>
<td>Propose and maintain the project timeline</td>
</tr>
</tbody>
</table>

Part II: Project Overview
Please provide an overview of your project, including the purpose of the project and how it benefits the campus community as a whole.

Part III: Speaker Details
Speaker’s name:
Title or topic of the lecture/event:
Date of visit:
Length of speaker’s stay if overnight:
Please provide a summary of the speaker’s credentials and pertinent achievements (less than 500 words).

Part IV: Event Details
Type of presentation:

- Classroom/department visit
- Performance
- Public lecture
- Seminar/workshop
- Symposium/colloquium
- Other (please specify):

Does the speaker permit recording of their events: Yes No Unknown

Equipment required:

- Project
- Whiteboard/Smartboard
Part V: Advertising
Please provide an advertising plan for your event. The Office of Sustainability will aide in advertising your event on social media and provide flyers if needed.

Part VI: Affiliations and Partners
Please provide a list of organizations, departments, clubs, professors, etc. that are going to be involved in this project and how they will be included. List important contact information as well if applicable. If you are receiving funding from another source, please record that here.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Point of Contact</th>
<th>Contact Information</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Arts Club</td>
<td>Jane Doe</td>
<td><a href="mailto:doeja@g.cofc.edu">doeja@g.cofc.edu</a> (864) 849-0238</td>
<td>Providing a projector and $500 for the event</td>
</tr>
</tbody>
</table>

Part VII: Budget
Please provide a detailed budget for this speaker. Check out this example budget to ensure that you have all the important information. Please include all travel, housing, and speaker fees in the budget breakdown.

<table>
<thead>
<tr>
<th>Item/Fee</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plane ticket to/from Arizona</td>
<td>$350</td>
<td>Round-trip flight without layovers</td>
</tr>
</tbody>
</table>

Part IX: Menu Options
If you would like to have catering at your event, please provide the ideal menu and one to two alternative menus. Order the budget from the most desired to the least desired option. Menu availability will depend on the season, so please provide a variety of options and we will work with Aramark to accommodate your preferences. This cost should be factored into the total budget. Catering typically does not cost more than $300 for a group of 75. Be advised that you may be contacted by the Sustainable Nutrition Intern to improve menu selections after review.

<table>
<thead>
<tr>
<th>Menu Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
</tr>
<tr>
<td>Vegan Mac n’ Cheese</td>
</tr>
<tr>
<td>Lemonade</td>
</tr>
<tr>
<td>Turkey burgers</td>
</tr>
<tr>
<td>Option 2</td>
</tr>
</tbody>
</table>

Would you like sustainable trash service (i.e. compostable trash bag)? ____ Yes ____ No

Part IX: Questions and Comments
Please submit any questions or comments here.