

To: All Full and Part-time Faculty

From: Wendy Maruyama, Chair
Visiting Artists & Lecturers Committee

VISITING ARTISTS AND LECTURERS GUIDELINES

The Visiting Artists and Lecturers committee is requesting your recommendations for Visiting Artists and Lecturers for Spring, 2004 semesters. Proposals will be accepted from FULL AND PART-TIME FACULTY (Graduate students are encouraged to make suggestions to their full time professors). The committee welcomes proposals for curators, critics, art historians, artists, designers, museum directors, etc. Please complete the attached form and return by 12:00 noon, Thursday, October 16.

All funded lectures must be available to the whole university and open to the community. The committee will allocate funds to lecturers that will provide insight into the current directions in the art world and would be of interest to most of the art department. These funds are not available at this time for residencies, workshops, and lectures limited to one classroom program.

We have \$1,250 in funds and only a few artists/lecturers will be funded at this time. You may inquire if your artist/lecturer is available but do not make commitments at this time.

If your proposal is funded, you will be responsible for all of the arrangements. These include scheduling of facilities, publicity, and keeping the gallery committee up to date. You will need to proceed with the following as soon as possible.

- 1) Letter of invitation
- 2) Providing Chris Baldwin with the artist/lecturer's name, time and date of lecture and a paragraph about the artist/lecturer for the announcement (please see sample announcements in the art office)
- 3) Providing David Camberg with the artist/lecturer's name, social security number and publicity statements.
- 4) Scheduling a lecture room
- 5) Transportation needs of the artist - picking up the artist at the airport, train, or hotel
- 6) Follow-up thank you letter

VISITING ARTISTS AND LECTURERS PROPOSAL FORM

Return completed form to Wendy Maruyama, Chair, Visiting Artists and Lecturers Committee, by 12:00 noon Thursday, October 16

Name of Full or Part-time Faculty submitting proposal

Date _____

Lecture for: Spring 04 _____

Artist/Lecturer _____

Media _____

Address _____

Phone _____ Fax _____

E-mail _____

Topic or title of lecture _____

Brief statement about artist/lecturer and benefit to the School of Art, Design, & Art History and the community.

Please submit to the committee additional support materials: (slides, catalogs, resume, reviews.)