



LECTURES AND CONCERTS COMMITTEE POLICIES

- Only proposals submitted on the appropriate forms, by the indicated due date, shall be considered by the Committee. Proposals must be typed and electronically submitted (via email) in PDF format to the Office of the Dean of Students at studentservices@cameron.edu. It is the responsibility of the submitter to ensure the electronic submission is accurate and received timely.
- Events funded by the Committee shall be limited to those open to the entire university community. Events that are designed primarily for specific organizations or segments of the university community shall **not** receive funding. The main purpose of the event cannot be used for classroom-related activities.
- The primary criterion in determining whether a proposal will receive funding shall be the quality and clarity of the proposal, and the benefit it brings to the university community. The Committee shall provide support for a wide variety of activities across the university community.
- Approval of funding for a project commits funds only for the specified performer at the tentative time, date, and place described in the proposal. **Any change of performer shall require the submission of a new proposal to the Committee.** These changes will only be considered at the regularly scheduled Committee meeting. Minor or emergency changes, such as time, date, and place, must receive the approval of the chair of the Committee and/or the Dean of Students.
- Funding for proposals shall be limited to the amounts specified in the budget. Items that require funding must be specified in the proposed budget even if such items involve the use of university facilities or services.
- No admission shall be charged to Cameron students, faculty, or staff for any event funded by the Committee.
- Any profits generated by an event funded by the Committee shall be returned to the lectures and concerts budget.
- All advertisements, announcements, and publicity for events funded by the Committee **must** acknowledge that funding. Lack of acknowledgment may result in the denial of future proposals.
- The sponsor of a funded event **must** submit an Event Report form to the Student Services Office within 30 calendar days after a funded event has concluded. These reports will be shared with the Lectures and Concerts Committee at the end of the year and at regularly scheduled Committee meetings.