

# Dr. Margaret E. Bacon Visual Artist Speaker Series

Checklist – must accompany proposal for funding

## **Items Required of Visiting Artist (FOUR copies of all materials):**

- Resume/Vitae
- Buffalo State College Foundation Contract for Service, completed and signed (returned to campus as soon as possible)
- W-9 form <http://www.buffalostate.edu/procurement/documents/w9forms.pdf>
- ALL contact information (home address, social security number, email, cell/home phone)

## **Items Required of Faculty Point Person:**

- Proposal(s) submitted by required deadlines:
  - Fall Visual Artist Speaker Series proposals due April 1
  - Spring Visual Artist Speaker Series proposals due November 1
- Flyer/Advertisement materials 30 days prior to the event, including any photos, background information, etc. for the website. This event must also be submitted to The Daily Bulletin: <https://wwwd.buffalostate.edu/dailybulletin/submit>
- Reserve venue via Events Management (Cleveland Hall 112; 716.878.6114)  
<http://www.buffalostate.edu/eventsmanagement/documents/CAMPUSGROUPEVTAP2.pdf>
- Travel Arrangements, including lodging, airfare/mileage, and meals (as needed)