

## Cultural Arts Lecture Series Purpose and Criteria

Updated Fall 2018



Purpose: The purpose of the Cultural Arts Lecture Series is to bring

speakers to campus from various fields (History, Sciences, etc.) that our students would not necessarily be aware of that will enhance the cultural knowledge of the Harper College community.

Methods of Seeking Input from Faculty: Faculty members are encouraged to (1) contact members of the Cultural Arts Committee (see the below list of the current Cultural Arts Committee members) to make suggestions for speakers and (2) fill out a Cultural Arts Lecture Series Proposal Form (attached) to present to the Cultural Arts Committee.

Criteria: Proposed speakers will be approved by the Cultural Arts Committee based on their perceived value to the Harper College community. Proposals must also take into account the current budget of the Lecture Series. Faculty members proposing speakers will be asked to take on a role with the Cultural Arts Committee to help secure the proposed speaker and help with the logistics of the performance. Faculty members are also encouraged to come to a Cultural Arts Committee meeting to discuss the merits of a proposed speaker.

Approval Process & Timeline: A Cultural Arts Lecture Series Proposal Form should be submitted to the Cultural Arts Committee preferably four to six months before the proposed event for approval. The committee will review the proposal at the most convenient Cultural Arts Committee meeting or via an email exchange, depending on timing, and may request a meeting with the faculty member requesting the event. Once a decision has been made about the proposal, the faculty member proposing the event will be notified as soon as possible, and, if the proposal is accepted, arrangements will be made for securing a location for the event and creating a contract to be signed by the performer and the appropriate Harper College administrators.

Cultural Arts Committee, 2018-2019

|                        |   |
|------------------------|---|
| Chair                  | Kurt Hemmer, Professor, Liberal Arts, English<br><a href="mailto:khemmer@harpercollege.edu">khemmer@harpercollege.edu</a><br>Ext. 6779<br>L242:LAS                            |
| Art Representative     | Jason Peot, Professor, Liberal Arts, Art<br><a href="mailto:jpeot@harpercollege.edu">jpeot@harpercollege.edu</a><br>Ext. 6309<br>L111:LAS/MA                                  |
| Music Representative   | Thomas Stauch, Professor, Liberal Arts, Music<br><a href="mailto:tstauch@harpercollege.edu">tstauch@harpercollege.edu</a><br>Ext. 6566<br>P208:LAS/MA                         |
| Theatre Representative | Laura Pulio, Professor, Liberal Arts, Theatre<br><a href="mailto:lpulio@harpercollege.edu">lpulio@harpercollege.edu</a><br>Ext. 6778<br>L115:LAS                              |
| Member-at-Large        | Brian Cremins, Associate Professor, Liberal Arts, English<br><a href="mailto:bcremins@harpercollege.edu">bcremins@harpercollege.edu</a><br>Ext. 2389<br>L235:LAS              |
| by position            | Thom Lange, Manager, Conference and Events Services<br><a href="mailto:tlange@harpercollege.edu">tlange@harpercollege.edu</a><br>Ext. 6186<br>R210:PAC                        |
| by position            | Sue Borchek Smith<br>Student Involvement Communications Assistant<br><a href="mailto:sborchek@harpercollege.edu">sborchek@harpercollege.edu</a><br>Ext. 6981<br>A336: Stu Inv |
| Student member(s)      | Campus Activities Board to suggest two student members<br>(Fall 2018: no update from advisor)   |

# Harper College Cultural Arts Committee

Performance/Event

## Proposal

|  |                 |   |  |
|--|-----------------|---|--|
| Organizer(s):                                      |                 | Date of Proposal:   |  |
| Organizer Email:                                   |                 | Organizer Telephone:  |  |
| <b>Name of Artist:</b>                             |                 |   |  |
| <b>Proposed Date &amp; Time of Event:</b>          |                 |   |  |
| Description of the artist's work and/or expertise: |                 |   |  |
|  |                 |   |  |
|  |                 |   |  |
| Artist's Contact Information:                      |                 |   |  |
|  |                 |   |  |
|  | Artist's Phone: | Date Artist's W-9 Received & Forwarded to College Accounting: |  |

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|---|--|
| Working Title of Event:   |  |
| Brief Description of Event (Lecture, roundtable, film & discussion, etc.?)  |  |
| In what ways will this event impact, and/or enrich Harper students?   |  |
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|   |  |
| Will the artist visit or enrich a class? In what ways?  |  |
| Will this visit be a collaborative effort with other departments, committees or student organizations? If yes. Please detail. |  |

|  |           |  |                |  |            |  |
|--|-----------|--|----------------|--|------------|--|
| Target Audience/<br>Estimated Audience Size: | Students: |  | Faculty/Staff: |  | Community: |  |
| Ticket Prices:                               | Students: |  | Faculty/Staff: |  | Community: |  |

|        |  |   |                                 |
|--------|--|---|---------------------------------|
| Venue: | Performing Arts Center, R101 (Seats 443) | J-Theatre, J143 (Seats 347)                                       | Drama Lab, L109 (Seats 100-150) |
|        | Building A (See Thom Lange)              | Lecture Hall, D193 (Seats 90)                                     | Lecture Hall, D195 (Seats 120)  |
|        | Lecture Hall, E106 (Seats 216)           | Lecture Hall, E107 (Seats 95)                                     | Lecture Hall, E108 (Seats 95)   |
|        | Lecture Hall, Z102 (Seats 99)            | Outdoor Pavilion (Seats up to 2,500/lawn seating; See Thom Lange) |                                 |

Continued on reverse.

|   |   |
|---|---|
| Estimated Costs,<br>including, but not<br>limited to: | Artist's Stipend:   |
|   | Airfare (Include City of Origin/Return):                                    |
|   | Hotel Accommodations (Include # of overnights @ \$130 per night):           |
|   | Transportation (include # of trips, to/from O'Hare Airport @\$100 one-way): |
|   | Meals:  |
|   | Advertising (Example: 11" x 17" Color Posters @.375¢ each):                 |
|   | Other:  |
| Estimated Total Cost:                                 |   |

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| Additional Notes/Information: |
|                               |
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| Committee Discussion/Determination/Questions for Organizer: |
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