Before extending a formal invitation, and at least four weeks before the anticipated date, please mail or fax both this form and the budget request form to the following:

**Council of the Humanities**  
10 Joseph Henry House  
FAX: 8-2783  
Phone-8-4717

As you schedule a date and time for your event, please consult the Council’s Calendar of Events or executive director, Kathleen Crown, to avoid potential conflicts.

### LECTURE ARRANGEMENTS

**Sponsoring Department or Program**  
____________________________________________

**Co-sponsor if applicable**  
_____________________________________________________

**Faculty Host during visit**  
_____________________________________________________

**Name of visitor**  
___________________________________________________________

**Title, rank & institution**  
______________________________________________________

**Brief bio of visitor –(4 lines or <50 words)**  
____________________________________________________________________  
____________________________________________________________________  
____________________________________________________________________  
____________________________________________________________________

**Proposed date**  
____________________

**Time**  
____________

**Location**  
____________

**Proposed title**  
___________________________________________________________

____________________________________________________________________