

## Dean's Guest Speaker Match

While we are all primarily responsible for delivering the main content of our curriculum, external speakers can provide a way to enrich the educational opportunities for our students. The size of program budgets will typically limit the number the number of speakers and the size of the honoraria you can offer in your program (1-2 per quarter at \$100-\$150 each).

Occasionally, there are special opportunities to bring distinguished guest speakers from further afield and larger honoraria are needed. One way to fund these events is to pool resources. Programs that pool their resources to bring guest speakers can able to apply for a Dean's Guest Speaker Match to increase the pool of money available to fund the speaker, by up to \$200 (see below).

The Dean's Guest Speaker Match has the following goals

- Encourage cross program interactions
- Bring distinguished guest speakers that a single program would not otherwise be able to support.
- Make the presence of guest speakers and their contributions to our learning environment more visible to the community
- Increase the number of public events on campus.

To qualify for the Dean's Speaker Match the hosting program needs to:

- find at least one other program to contribute (the hosting program is the one which contributes the most).
- advertise the event on Greener Commons and the College Events or Arts and Entertainment section of the Campus Calendar ( <http://www.evergreen.edu/campuscalendar/home.htm>) a **minimum of one week** in advance.
- The preference is that these events are public ones scheduled in the evening, perhaps in addition to an event within your program. Even if you do not have a public event you should post on the calendar and Greener Commons -- you can specify the intended audience when you submit your event.

Once you have arranged those two components send an email to the dean responsible for the budget and your program secretaries with the names of the programs and the amounts that they are contributing. While you should post the event to the calendar yourselves, you should also include all the details of the events in your email. The Dean's Guest Speaker Match will match the sum of all the OTHER programs contributions up to \$200 dollars. There are not inexhaustible funds for this so please use this process in the spirit of the goals outlined above, so that programs in all quarters may take advantage of this possibility.

A couple of other important points:

- Guest speakers should be paid from program budget funds not Student Fees.
- Work with Program Secretaries to file paper work so guest speakers can be paid.
- If your speaker delivers a public lecture, as you are encouraged to have them do, and you use Media Services, charges will be waived for academic program events that do not charge for admission or otherwise collect external funds to pay for the event. If your event involves unusual requests or is very in large in scale, there may be rental, labor, and materials charges. Please contact Media Services at x6270 or [emproductions@evergreen.edu](mailto:emproductions@evergreen.edu) with any questions.

If you have any questions please contact, David McAvity ([mcavityd@evergreen.edu](mailto:mcavityd@evergreen.edu)) or Tina Pearson ([pearson@evergreen.edu](mailto:pearson@evergreen.edu))