

Guidelines for College of Design (CoD) Funding Requests and Lecture/Exhibition Space Requests

Please contact your departmental representative on the Lectures & Exhibitions Committee and your department chair before applying for funding requests or exhibition/space requests.

2018-2019 College of Design Lectures & Exhibitions Committee Members

- Mira Engler, Landscape Architecture Representative & Committee Chair, miraengl@iastate.edu
- Shelby Doyle, Architecture Representative, doyle@iastate.edu
- Olivia Valentine, Art & Visual Culture Representative, ovalen@iastate.edu
- Ted Grevstad-Nordbrock, Community & Regional Planning Representative and College of Design Representative to University Committee on Lectures, tedgn@iastate.edu
- Heather Purdy, Graphic Design Representative, hpurdy@iastate.edu
- Daniel Neubauer, Industrial Design Representative, dann@iastate.edu
- Angela Koppes, Interior Design Representative, akoppes@iastate.edu
- Heather Sauer, Professional & Scientific Council Representative & Communications Specialist, hsauer@iastate.edu
- Rachel Moylan, Dean's Office Liaison & Event Planner/Alumni Relations Coordinator, rmoylan@iastate.edu

College of Design (CoD) Funding & Exhibition Space Reservation Request Information

PURPOSE

The College of Design's lectures and exhibitions funding is intended to be used to highlight interdisciplinary and multidisciplinary efforts as much as possible. Please indicate the connections, collaborations and topical appeal of your intended speaker/event across multiple disciplines to better solicit funds from other departments/colleges and student groups before asking for funding from the college. Lectures may involve topics that do not fit neatly into specific disciplines but are of interest to a broad audience.

CoD funds are to be used to offset expenses and are not a replacement for departmental support. Additional funding does not need to be large. Interdisciplinary support can be shown by seeking funds across departments, from student organizations, from other colleges and from the university. For example, \$100 from three different sources totaling \$300 and a larger amount of funding from your department or another supporting group shows a commitment to bringing in the speakers and demonstrates a group effort and broad interest in the speakers/exhibitions. Higher priority for funding consideration will be given to submissions that demonstrate matching funds from different sources that equal or exceed the funds requested from the college. Our committee funds *up to* \$500 per speaker, although this amount does vary based on our total budget for the year and the number of requests we receive.

FORMS

Link to the College of Design Dean's Forms — *Lectures Funding Request Form* and *Space Reservation Form* — needed to solicit funding and exhibition space: <https://www.design.iastate.edu/faculty-staff-resources/forms/>

DEADLINES

- Requests will be solicited and reviewed twice per semester or until funds are expended.
- Calls for requests are issued through our College of Design weekly e-blast (This Week in the College of Design) in September and November. Fall 2018 dates are Oct. 1 and Nov. 15. Spring 2018 dates will be determined by the committee in fall 2018.

- Due to budget constraints from the Dean's Office, our committee is unable to approve funding requests for the next academic year (fall 2019/spring 2020), but we will accept proposals for the following year for planning purposes.

Please submit funding requests to Rachel Moylan, Dean's Office Liaison & Event Planner/Alumni Relations Coordinator, rmoylan@iastate.edu.

Additional Information to Submit

You will need to submit a speaker CV, speaker bio, lecture/exhibition title, abstract of lecture/exhibition and any additional information which shows how you are partnering with other student groups, departments, and/or colleges to bring in speakers/exhibitions.

Photos (once you have your speaker funding secured)

Also, a few high-resolution images of speakers/work/etc., are needed to help promote the event. In the past we have used head shots of speakers and at least one sweet image of the work for promotional posters and news releases.

ROOM SCHEDULING

Please work with the Rachel Moylan, Dean's Office Liaison & Event Planner/Alumni Relations Coordinator, and your College of Design Lectures & Exhibitions Committee departmental or staff representative (listed at the beginning of this document) to determine available dates for college and departmental lectures in Kocimski Auditorium, aka 101 Design, or any other room within the college.

If you need to schedule a room outside of the college, please work with Rachel Moylan to request a room or go online and request your own room at:

http://www.fpm.iastate.edu/roomscheduling/department_form/

Additional Funding Opportunity: University Committee on Lectures

If you are part of a student organization, or are partnering with a student organization, you may also request funding from the University Committee on Lectures.

The university committee does NOT fund departmentally-sponsored lectures; however, a student organization may secure departmental funds and go after university funding as well. This is most successful when a departmental or college lecture has broad appeal beyond the discipline and college. The university committee has a completely different set of forms and procedures, but it is worth it.

When you have university funding you may also request university-level promotion of the event and they will help coordinate all lecture details. It is always a good idea to have everything as planned out as possible before going to the university for funding so you can maintain more control over how you set up the lecture or event.

These forms and details can be found at: <http://www.lectures.iastate.edu/planning/stuorg/>

Want to Partner with a Student Organization?

See this link for Design-Related Student Organizations: <https://www.stuorg.iastate.edu/orgtype/4>