



Visiting Artist Proposal

(First two pages are for applying for visiting artist support, the last two pages are for implementation of this process.

Any questions – see the Chair of the Visiting Artist Committee)

PROPOSAL DUE DATE: _____

Faculty Sponsor: _____

Submit this proposal form along with supporting documentation from the artist, which might include a CD or DVD of their work, a CV, publications or promotional materials, or published reviews.

Name of Visiting Artist: _____

Address:

Phone Number of Artist: _____

Email of Artist: _____

Artist Website: _____

Dates (confirm with artist in advance)

Preferred Dates of Visit _____

Alternate Dates of Visit _____

Provide a brief description of this artist's work, professional accomplishments, and experience (if any) working with students:

Section 1: Commitments

Activities Artist will perform while visiting, mark all that apply:

_____ Public lecture (*Avoid scheduling First Fridays, GVA openings, Artini (3rd Thursday)*) What date? _____

_____ Graduate critiques

_____ Possible Exhibition at GVA (*must be approved by Gallery Director first*)

_____ Undergraduate critiques

_____ Workshop or demonstration

Course _____ Topic _____

_____ Seminar or Lecture

Course _____ Topic _____

Who would attend these events: _____ UM Art Students _____ UM Community _____ Missoula Community
brief explanation:

Other activities:

Section 2: Budget

Consider submitting this proposal for funding through the Provost's Professional Development program for Visiting Scholars, which provides a budget of \$1,500. This Visiting Scholar budget could be used to supplement the Jim and Jane Dew funds. See: <http://www.umt.edu/provost/fdo/profdev/FPEP/VS.aspx>. Visiting Scholar Proposals are due in October (for Spring term) and March (for Autumn term).

All costs anticipated for this Visiting Artist must be budgeted and approved by the Visiting Artist Committee. No expenses will be pre-paid, the artist will receive a check for their honorarium and related expenses only upon their arrival at the University. (*This means an artist will have to book and pay for their airfare upfront*)

For each visiting artist, up to \$100 is provided to pay for a meal for the visiting artist and the faculty sponsor. Food costs beyond \$100 will either have to be approved in advance in the budget, or absorbed by the artist or faculty sponsor.

No expenses for restaurants can be charged to a University ProCard. Faculty are responsible for obtaining an itemized receipt from the restaurant, paying for the restaurant charges and submitting this itemized receipt to Janis for reimbursement. Reimbursement will be provided up to the \$100, or a higher limit if **pre-approved** by the Visiting Artist Committee.

_____ Travel Costs. From what location: _____

_____ Airport transfer (if faculty not picking up)

_____ Hotel (please be specific and get a quote; for instance, the Holiday Inn Parkside has a University rate)

_____ Meals

_____ Honorarium

_____ Materials for workshop, demo, or seminar

_____ Publicity costs

_____ **TOTAL REQUESTED**

Section 3: Faculty Sponsor's General Responsibilities

- Communicate directly with artist
- Insure that the artist is aware of the total amount of award (honorarium and expenses), and the need to pay for their travel expenses in advance of their visit and then be reimbursed
- All visiting artist information needs to be finalized by May 1st (for the following fall) and by October 20th (for the following spring). This information needs to be sent to the Chair of the Visiting Artist Committee and the Director in the School of Art office.
- Keeping all itemized receipts for food (since it cannot be charged on a University ProCard) and submit these to Janis Davis for reimbursement.
- Faculty sponsor is responsible for scheduling all "entertainment". Taking the artist to lunch, dinner, etc. It is encouraged to ask other faculty members if they would like to attend.
- Introduce (or arrange an introduction for) the Artist at their public lecture. During this introduction, be sure to include a thank you to **The School of Art and the Jim and Jane Dew Visiting Artist Fund**.

Section 4: Faculty Sponsor's Check List

_____ **Beginning of the Semester** schedule a room for the public lecture through David DeVolve, 243-2414

_____ One Month before event schedule with Presentation Technology Services to record the lecture on DVD, Adam Carroll at 243-4875

_____ One Month before the visit please provide the following information via email to the Chair of the Visiting Artist Committee for the press release, Janis Davis for the web page, and Ed Morrissey for the School of Art Blog. Note: the chair of the visiting artist committee writes the press release and sends it to University Relations, phone 406-243-2522, fax 406-243-4520, umnewsdesk@umontana.edu in accordance with the UM Media Policy: <http://www.umt.edu/Policies/600-PublicRelations/news.aspx>

Web page & blog information to be sent to Janis and Ed:

- _____ Few biographical sentences about the Artist
- _____ Short description of event
- _____ Time, date, and location of event
- _____ Image of artist or artist's work

_____ Ten Days before the visiting artist arrives, please insure that the artist has filled out **Contracted Services Agreement** and **W9** and submitted them by fax or mail to Janis Davis at least 10 days before their arrival. These forms require the artist's signature and SSN#.

_____ One week before event, make posters for the visiting artist and post seven days before the event around campus and in the art buildings.

_____ One week before the event, provide a comprehensive event schedule to the faculty and the Art Office personnel

_____ One week before the event post a schedule of graduate critique times

_____ Deposit one copy of the DVD with the Resource Center a week after the visiting artist has left.