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| |  |  | | --- | --- | | **SPECIAL EVENT PROPOSAL**  **Lifelong Learning Institute at Virginia Tech**  Please complete this form with the understanding that you/we may revise the event description before the catalog is finalized.  LLI offers a range of “Special Events” each term, usually one-time lectures, field trips, tours, and demonstrations. Suggestions are always welcome. Please adapt the form as needed to describe your proposed event. For catalog purposes, we also request a high resolution headshot photo of the presenter(s), or perhaps a relevant logo or other destination photo if tour or trip.   1. **Person submitting proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **::1great-decisions2016:GreatDecisions-flier:LLI logo.jpg** | |  |

1. **Short Event Title (60 characters max, please count spaces):**
2. **Event format:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(one-time lecture, Zoom or in-person; field trip, tour, panel, etc.)

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| **4. Preferred Term (include year)** |  | **Fall** |  |  | **Spring** |  | **202** | **Year** |

**5. Speaker or event coordinator; please also provide contact information if there is a host for the venue**

**Speaker/Host Venue Contact, if relevant:**

|  |  |  |
| --- | --- | --- |
| Name  Address  Phone  E-mail |  |  |

**6.** **Brief Background of Speaker/Host**

**(**all or part of this will be used in the catalog, usually **1 or 2 sentences**)

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**7. Special Event Description** (suitable for advertising the course in the catalog; 1 or 2 paragraphs; **75 words max**)

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**8. Please provide any other information here that will be helpful in evaluating the proposal or scheduling the event, such as cost/expenses, need for transportation (i.e. vans, car pool, bus), on-site considerations, instructions to participants on what to expect/where, etc.**

Explanation:

**9. Proposed Group Size: \_\_\_\_\_\_\_\_\_\_\_**

Tell us about any space constraints at the venue if relevant.

**10. Preferred dates, times. Your response may be a wide spread of possible dates or you may list those dates/times that are NOT possible. You will be contacted by the catalog committee before dates are finalized to be sure they work with your schedule.**

**11. Room and equipment requirements if in-person**

\_\_\_\_ Projector/screen

\_\_\_\_ Internet access

Other special room arrangement or equipment requests: Please describe. For example: lecture style set-up; seminar style (group around a center table); tables for working in small groups; special video or audio needs

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| **112. Has this event been offered before through LLI?** |  | If yes, when? |  |

**Please submit this form electronically as a Word document by email attachment to the following:**

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