

College Seminar Proposal Form

Title of Seminar: _____

Proposed by (Name): _____

College Department: _____

Date of Proposal Submission: _____

1. Seminar Overview

- Purpose and Objectives of the Seminar:

- Target Audience (e.g., students, faculty):

2. Proposed Date and Duration

- Proposed Date(s): _____

- Duration (Hours): _____

- Preferred Location: _____

3. Speaker Details

Speaker's Name	Affiliation	Contact Information	Topic Title

4. Budget Requirements (if applicable)

- Total Estimated Budget: _____

- **Funds Required From College:** _____
- **Other Funding Sources (if any):**

5. Expected Outcomes

Proposer's Signature: _____ **Date:** _____

Department Head's Approval: _____ **Date:** _____