

William J. Cooper Foundation and Promise Fund - 2012-2013

Now that my proposal has been accepted, what do I do?

STEP 1.

CONTRACT APPROVAL: DEADLINE – May 1, 2012

Before sending your contract to your guest the contract must be submitted for approval.

All contracts must be signed by Jim Murphy and/or either of the co-chairs, Maurice Eldridge and Syd Carpenter.

STEP 2.

May 21, 2012 is the deadline for receipt of

A SIGNED CONTRACT OR LETTER OF AGREEMENT:

You must complete a contract with the funded speaker(s) or performer(s), which specifies the dates of the event, financial commitment of the College for fees, transportation, lodging, hospitality, all technical/equipment requirements, and obligations on both sides if the event is canceled for any reason.

Please note: Many contracts currently call for the college to indemnify the artist(s) for any injuries, etc. that may happen while they're here. PLEASE STRIKE this clause – we DO NOT DO THIS. Please also know that when you sign any contract, you are obligating the college to supply whatever is asked for. If you have any questions about what you are agreeing to, please let us know. Jim Murphy in the LPAC office must review contracts for technical requests, (even for events outside of LPAC). Students should have their faculty sponsor read the contract carefully.

STEP 3.

WRITTEN CONFIRMATION OF CAMPUS SPACE RESERVATION:

Specify the dates of the event, an estimate of costs incurred in the use of LPAC, if applicable. Reconfirm Ashton House reservations immediately after receiving your grant confirmation otherwise you will lose your room reservation. See attached regarding rules for guests staying at Ashton House.

STEP 4.

COOPER BROCHURE MATERIALS: Deadline May 15, 2012.

Provide a brief descriptive paragraph about your event. Include at least two professional quality photographs. Digital images should be submitted as minimum 300 DPI JPEGs for brochure reproduction. Please do not submit slides, digital web links, or web images. If your proposal includes several participants, a representative photo is sufficient.

A SUMMER-TIME ADDRESS AND PHONE:

Give us the principal contact's phone and address. For student proposals, provide address, phone, and email for *both* the student contact and the faculty/staff adviser. We need to be able to contact you during the summer if questions arise.

All of the above information should be submitted to Jim Murphy in the Performing Arts Center. Failure to submit the above materials by the deadline could result in the withdrawal of your Cooper funding.

AUDIO VISUAL EQUIPMENT REQUESTS:

Media Services requires that audio and video equipment requests, for locations that Media Services administers, be submitted immediately after the contract is signed. An updated equipment and services list must be submitted to Media Services one month prior to the event. Media Services will support A/V requests for equipment that currently exists in locations that it administers. Additional A/V equipment requests, beyond the existing capability of the designated room, will incur charges.

Media Services will support A/V requests during normal departmental business hours, which are 8:30 a.m. to 4:30 p.m., Monday through Friday. Media Services support before 8:30 a.m., after 4:30 p.m., or on Saturday and Sunday will be billed at the Media Services overtime rate of \$31.00 per hour. However, Media Service does not guarantee support beyond normal department business hours. Contact via email at avbox.

WHAT TO DO ABOUT CHANGES IN PLANS:

The Committee recognizes that unforeseen circumstances may force some changes in your proposal. However, you must contact us first before making any changes in personnel, date budget, or nature of the event; otherwise you may jeopardize your grant. If you find that you have overestimated costs, then simply submit receipts for the lower costs. The same is true if you find that you need to re-apportion expense (say, downsizing your reception to meet higher airfares). However, all effort must be made to stay within the total budget granted.

STEP 5.

PROCEDURES FOR PAYMENT AND REIMBURSEMENT:

For obtaining reimbursements and payments see your administrative assistant. He or she will assist in processing requests. Payments can be made through invoices, check requests, travel reimbursement forms, and electronic transfers. Any questions can be referred to Cooper Administrative Assistant, June Cianfrana, Beardsley 215, x8116.

IMPORTANT! A valid VISA is required to make payment for anyone coming from a foreign country. If you have questions be in touch immediately with Nancy Sheppard, Business Office, extension 8390. Payment in these circumstances has become more and more complicated. Please do not pay for airline tickets until the guest has his/her VISA and passport current.