



Center for Women's Studies & Gender Research
Colorado State University

The Center for Women's Studies and Gender Research
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**Women's Studies Colloquium Series
 Proposal Form**

Speaker Name & Contact Information	
Date of Event	
Time	
Location	
Speaker's Bio (250 words max)	
Suggested Readings in Preparation for the Colloquium – Send at least one document electronically to be distributed 2 weeks prior to the event	
Solicit Photo/Headshot	
Advertising	

Budget		
Item	Cost	Comments
Honorarium		
Travel Expenses		
Lodging		
Room Rental		
Food for the Event		

Approval _____
 Director, CWSGR

Date _____