



LYCEUM

LIVE WELL • THINK DEEPLY
• DO GOOD •

Submitting a Lyceum Proposal: Step-by-Step Guide

STEP 1

Identify a Primary Contact

Identify a Wingate faculty or staff member to serve as your Primary Contact.

- The primary contact must agree to be present at the event.
- NOTE: If you are a faculty or staff member proposing the event, you will serve as the PC.



EVENT PROPOSAL
FORM



25LIVE ACCESS

STEP 2

Secure a Venue

- Use 25Live to check availability and reserve your event location.
 - [Access 25Live here](#)
- Log in using your Wingate credentials.
- If you are unable to access 25Live or reserve the appropriate space, work with your Primary Contact
- Confirm your venue before submitting your Lyceum proposal.



STEP 3

Submit a Lyceum Proposal

Complete the Lyceum Event Proposal Form in WULife.

Before submitting, have the following ready:

- Event title and description
- Speaker/presenter information
- Promotional image for the event listing
- Any funding requests or special needs
- [Submit Lyceum Proposal here](#)



STEP 4

Any Questions?

If you have any questions about the proposal process, email lyceum@wingate.edu.

