

# History Department Advisory Small Event Request Form

## *Event Details*

Name of Event: \_\_\_\_\_

Faculty Contact: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start and End Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Expected attendance #: \_\_\_\_\_

Is the event open to non-UNT attendees?            Y        N

## *Speaker Details*

Speaker Name: \_\_\_\_\_

Speaker's contact info (email address and phone number preferred):  
\_\_\_\_\_

What date and time would you like to require your speaker to arrive by? \_\_\_\_\_

What date and time would you like to require your speaker to stay until? \_\_\_\_\_

Will the speaker be travelling from out of town?            Y        N

If Yes,

Speaker will be paid a fee that includes travel expenses, in the amount of \$\_\_\_\_\_, and will arrange and pay for their own air travel, hotel, ground transportation to and from the airport, meals, and incidentals. It is understood their speaker fee is of an amount adequate to cover all travel expenses, with the exception of faculty hosted meals in Denton.

The speaker is a US citizen:            Y        N

## *Marketing*

The department will add all events to our website calendar and the UNT Events calendar. Please provide the Events Coordinator with your event flyer.

**Funding**

Any external funding committed from outside the department?            Y            N

If yes, please provide all of the information under the appropriate area:

*Other UNT Department*

Name of department: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

What amount have they committed? \_\_\_\_\_

*Other UNT Department*

Name of department: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

What amount have they committed? \_\_\_\_\_

*Other UNT Department*

Name of department: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

What amount have they committed? \_\_\_\_\_

*Outside Entity (Non-UNT)*

(Checks made out to UNT must be mailed directly to the History Department to the attention of the Event Coordinator.)

Who is contributing? \_\_\_\_\_

What amount have they committed? \_\_\_\_\_

When will we receive these funds? \_\_\_\_\_

Contact information: \_\_\_\_\_

***Please submit this form to the Events Coordinator and the preliminary budget template electronically.***