**Department of History Events Policy**

The Department of History Event Coordinator helps support events as outlined in this policy. The Event Coordinator has multiple job responsibilities other than Events and only supports events on a part-time basis. Therefore, adherence to this policy is important in enabling the Event Coordinator to set priorities and accomplish tasks in an efficient manner. Failure to follow the requirements outlined in this policy may impact the amount of assistance received for an event.

**Advisory Small Event:** The Events Coordinator will act in an advisory only capacity, create all-inclusive speaker agreements, and handle faculty meal reimbursements. Faculty will be in charge of getting all information for the speaker agreements, booking rooms, book signing tables and contact with Barnes and Noble, flyers, and catering. The event organizer will need to submit an Advisory Small Event Request form and budget.

**Large Event**: The Events Coordinator will provide comprehensive event planning services that encompass the entire event. Services include creating the all-inclusive speaker agreement, faculty meal reimbursements, room booking, book signing tables and contact with Barnes and Noble (if the event is held on the University of North Texas campus), flyers, parking, catering, mail outs, nametags, programs, and Eventbrite. Faculty will assist with getting information for the speakers, catering, event spaces, verbiage for all marketing materials, etc.

\*The Department of History will no longer be booking hotels, airfare, or car services. Please see All Inclusive Speaker Fee section for additional information.

\*\*Cancellations – Once an event is locked into a slot, it cannot be moved into another slot. Once the speaker contract has been issued, changes can no longer be made.

**Event Calendar (Both Small and Large)**

The Department of History has created an events calendar with available openings for the current fiscal year. The calendar will be available on the department website under the forms tab. The openings are given to the first person who submits a request for the date. Once a date is selected and confirmed as open by the Events Coordinator, the date will be blocked off, and reserved. If a faculty member is thinking about holding an event and/or applying for outside funding, consult with Events Coordinator and Department Chair to determine scheduling availability prior to applying.

**Event Request Forms (Both Small and Large)**

To request assistance in planning an event, submission of a completed Advisory Small Event Request Form or Large Event Request Form is required. The Advisory Small Event Request Form must be submitted at least 60 days prior to an event and the Large Event Request Form must be submitted at least 120 days prior to an event (days the University is closed – such as winter break- do not count towards the 60 or 120-day requirement). Certain events (especially large scale ones, those requiring Eventbrite registration or those involving international travel and/or international speakers) may have elements that require more than 60 or 120 days’ notice. If an event involves special elements requiring more than 60 or 120 days’ notice, it is the organizer’s responsibility to submit the form earlier, and within a timeframe appropriate to the complexity of the event. Some special circumstances are specified throughout this policy, but are not limited to what is found here. It is ultimately the organizer’s responsibility to think about and plan for an event in advance, and to start communications with the Event Coordinator well in advance to determine if the requirements of an event necessitate more than 60 or 120 days’ notice for the submission of the Event Request Form.

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| Type:  | Minimum Time Frame:  |
| Large events or large conferences (budget of $10k, or registered attendees of at least 60, or multi-day events).  | 120 days |
| Non-U.S. citizen speakers (regardless of place of residence or size of event) | 120 days |
| Advisory Small Events | 60 days |

**Budget (Both Small and Large)**

An event budget, using the department-provided Excel template, must be submitted via email with the Large Event Request Form or the Advisory Small Event Request Form. The budget must clearly indicate all sources of income (funds provided by the department, external funds if applicable, and/or anticipated registration income) and all anticipated expenses (All inclusive speaker fees, faculty hosted meals, parking, rooms etc.). The Event Coordinator will work with the organizer to ensure adherence to the approved budget. The organizer may have to set priorities to ensure the necessities are covered, and the Department may deny certain requests if there is insufficient funding in the budget.

**All Inclusive Speaker Fee (Both Small and Large)**

The organizer will offer a speaker fee of a sufficient amount to include funds for all travel (including to and from Denton), requiring the speaker to make and pay for their own air/mileage, hotel, food (other than faculty hosted meals), incidentals, and ground transportation. All travel expenses are the responsibility of the speaker (with the exception of faculty hosted and paid meals). If a speaker does not need airfare purchased because they live within driving distance, mileage costs (if appropriate) should be taken into account when determining speaker fee amounts. Separate reimbursements for mileage will not be made.

If a speaker fee will be paid, there is required paperwork that must be completed for the Department to adhere to University Purchasing policy. Information regarding speaker fees must be communicated via the appropriate Event Request Form, within minimum required time frame (60-120 days prior depending on size/type). This information (along with any documentation) will be used to issue a speaker contract a minimum of 3-4 weeks prior to the event. The speaker must sign and return the agreement (and any required documentation) to contracts at least two weeks prior to an event.

It is against University policy to pay speakers without completion and approval of the proper paperwork, and if the proper Purchasing procedures have not been followed. After the fact payments (paying a speaker after they have already rendered services without the proper paperwork and approval) is NOT allowed and will not be done. If the organizer fails to provide the Event Coordinator sufficient notice for speaker payments, and if the speaker fails to return required documents in a timely manner, payment may not be made. Issues regarding payments to speakers need to be discussed early in the planning process. If the speaker is not a US citizen, please see the section referencing international speakers.

**Speaker Contract Process (Both Small and Large)**

A speaker contract will be created based on the information provided from the Event Request Form, and the Events Coordinator will obtain W-9 and EFT information from the speaker. When all of the information is received, the Events Coordinator will submit the unsigned contract to Contracts Department, who upon approval will send the contract to the speaker. The speaker must sign and return the speaker contract to the Contracts Department at least two weeks prior to the event, at which point a purchase order can be issued. The purchase order must be issued prior to the event or payment may not be made.

**Large Event - International Speakers (Non-US Citizens)**

Support for events with speakers who are foreign nationals (non-US citizens) will only be provided by the department, at the discretion of the Department Chair, for major events (budget of $10,000 or greater, with paid registration and minimum attendance of 60). Before inviting a non-US citizen to come to campus for an event, the organizer must consult with the Event Coordinator and Department Chair at least 120 days prior to the event to request approval for a non-US citizen speaker. Due to restrictions set by UNT and the IRS, the Event Coordinator is not able to make any payments, either directly or indirectly, on behalf of international guests who are non-US citizens until all appropriate paperwork is completed, appropriate documentation is received and the approval of the UNT Tax Accountant is granted. A speaker contract cannot be issued until all tax paperwork is received and approved.

Disbursal of any funds to or on behalf of a non-US citizen (including payment of speaker fees or travel) entails a considerable amount of paperwork that includes obtaining approval from the UNT Tax Accountant and in some cases, the IRS.

If the organizer decides to invite a non-US citizen speaker for an Advisory Small Event, it will be the responsibility of the event organizer to work directly with UNT’s Tax Accountant to facilitate the process between UNT and the international guest, including ensuring that the guest enters the U.S. in an immigration status that allows the receipt of payments, and that proper documentation (copies of Visas, Passports, and other documents) are obtained and approved by the proper authorities. Deadlines for UNT Tax Accountant approval, and submission of appropriate documentation, must adhere to deadlines elsewhere in this policy regarding Speaker Agreements and payments of speaker fees. Once the event organizer has received all proper paperwork and approval, the Events Coordinator will issue the speaker contract.

**Event Room Reservations**

**Advisory Small Event:** The event organizer will go to <https://studentaffairs.unt.edu/university-union/classroom-reservation-guidelines> and read through the classroom reservation guidelines, then click on the green tab that reads “Room Reservation Request Form.” The faculty member then enters all the required event information and submit. Once the request is approved and a room assigned, Classroom Reservations will send an email confirming the room that has been scheduled.

**Large Events:** The Events Coordinator will initiate the process of reserving rooms based off information on the Large Event Request Form and will assist with obtaining estimates for room charges.

Room/facility reservations are required for on-campus events. Specific rooms or buildings may be requested; however, availability may be limited, and cannot be guaranteed. If a requested room is unavailable, other options will be provided. The less notice provided for a room reservation, the greater chance that no room with the required capacity will be available on campus. Room reservations for courses scheduled in regular classrooms are given priority in the scheduling system, so room reservations may not be available until rooms are released by the registrar at the beginning of each semester. Please keep this restriction in mind when scheduling events. There is usually not a charge to reserve a regular classroom, unless attendees are charged a registration fee in which case the usual charge for a standard classroom is $100.00 (subject to change). Non-standard or special use room rates vary depending on the facility. Rooms in the Union and certain other buildings (such as the Willis Library Forum) usually charge a rental fee (regardless of whether or not a fee is collected for attendance). Fees for room reservations need to be taken into account when planning and creating the event budget.

**Large Events Requiring Registration**

If an event requires attendees to register, use of the online Eventbrite system is required. The department does not support events that have mail-in registrations. The Event Coordinator will use the information provided on the Event Request Form will be used to create a registration page for the event; however additional information may be required from the organizer before registration can be opened.

For events that collect a registration fee, Eventbrite allows payment by credit card or by check, provided that the check is received prior to the event. Acceptance of checks is optional and the organizer can indicate they do not want checks to be accepted. All checks are sent by the attendee directly to the department. The following fees are assessed by Eventbrite for all paid registration events (Eventbrite fees are subject to change):

-All paid registrations, regardless of payment method - 2.5% of the ticket price, plus $1.99 per ticket sold.

-Registrations paid by Credit Card – the above charges, plus an additional 3% of the ticket price.

Fees can be either absorbed by the event and taken out of the registration cost (meaning the fees are built into the registration price and the attendees do not see the charges for fees), or passed along to attendees (meaning attendee’s final ticket cost will be the registration price, plus fees).

There are no fees if registration for an event is free.

ALL people (including special guests) in attendance at an event are required to register through Eventbrite, but a complimentary registration option is available to allow special guests to register at no charge. Examples of special guests include speaker(s), volunteers, board members, etc. The organizer needs to provide a list of the names of special guests eligible to register at no charge. This no charge option can also be used to allow for free registrations for students and faculty if necessary. The Event Request Form needs to be turned in no later than 120 days before the date of an event requiring registration (earlier if registration needs to open sooner to allow people more time to register).

**Large Events Requiring Nametags**

If an event requires production of nametags, the Eventbrite system must be used to register attendees. The standard nametag used by the department is generally a clear tag with a clip on the back. A different type of tag may be used if budgeted for and selected through Amazon, Office Depot, or UNT Printing Services. Ribbons are available that can be attached to nametags to set apart Event Speakers or Board Members. The paper inserts for the nametags will have a standard template and font. If a different design or template is desired, it must be provided to the Event Coordinator who will print the nametags, provided the printing is within the Department’s technical and workforce capabilities. If an event does not require registration and nametags are required for anyone in attendance, the names must be provided to the Event Coordinator in an Excel file.

**Marketing (Both Small and Large)**

Each event will be added to the History Department website calendar, as well as the UNT Event calendar.

**Fliers** – Creation of event fliers are the responsibility of the event organizer. At the request of the organizer, the Event Coordinator will post the flier to the Department of History Website. The organizer will be responsible for providing the flier to the Event Coordinator two weeks prior to the event. The Event Coordinator can print up to 15 color copies. Copies in excess of 15 will be sourced through UNT Printing Services, provided there is available budget. Copies sourced through UNT Printing Services require an additional week of preparation time (3 weeks total).

One flier will be hung on our department Events bulletin board outside of WH 225. The Organizer will be responsible for hanging fliers elsewhere in the building or on campus. A PDF file of the flier will need to be provided for email.

**Facebook** – Requests to post an event on Facebook, requires the post content and any desired images be provided to the Event Coordinator or the department’s Facebook administrator(s), who will decide exactly when to post the announcement (it may not go up immediately). The Organizer must provide information for social media requests at least a week in advance of when the post should go up.

**Large event only - Email** – If marketing emails are requested, a contact list formatted as an Excel file must be provided and must include a column with email addresses (unless the Event Coordinator has a saved file from a previous year that the Organizer has approved for use). The organizer must supply the wording for the email. Formatting will be based on templates and tools available in our email contact application. Attachments can be included in the email (as a clickable link). Mass email requests and information must be provided at least 5 business days before you expect the email to be sent. The department cannot send mass marketing emails to internal UNT email addresses, except to the History department faculty and graduate students.

**Large event only - Brochure or Other Mail-Out** – If marketing materials need to be mailed out for an event, the organizer must provide an Excel file with the mailing list; which must include columns for name, address, city, state, and zip code. If a brochure design is needed, the organizer will provide the content and the Event Coordinator will format it using a basic design. Jobs requiring expert graphic design services for a complex marketing campaign will be outsourced to Printing Services and these services must be accounted for in the budget. For basic design jobs done within the department, but that require color printing or the use of special paper, the printing (and folding if applicable) will be done through Printing Services (which will need to be budgeted for accordingly). Marketing requests and the necessary information must be provided to the Event Coordinator at least 30 days before the materials need to be mailed out.

**Small Event Set-up and Breakdown**

The event organizer will be responsible for checking out tables, accepting food delivery, setting up the event, breaking down and returning the tables, and cleaning the event space.

**Food at Events**

**Advisory Small Event:** The event organizer is responsible for ordering food for their event and submitting the itemized receipts and Business Meal Reimbursement Request Form to the Events Coordinator for reimbursement. Requests for reimbursement should be submitted within two weeks of the event or incurrence of expense.

**Large Event:** The Events Coordinator will work regarding the event organizer with catering options for their event.

**Reimbursements to Faculty (Both Small and Large)**

If a faculty member pays for a dinner or hosted a meal as part of an event, and pays using personal funds, it may be eligible for reimbursement. To request reimbursement, submit a completed Meal Reimbursement Request Form (located on the department website), an itemized receipt showing what was purchased, and a credit card receipt (if paid with a credit card or other proof of payment). Requests for reimbursement should be submitted within two weeks of the event or occurrence of expense. Lack of an itemized receipt may cause reimbursements to be denied by Purchasing. If a receipt is lost, requests must include a Lost Receipt Affidavit Form (found on BSC website). Reimbursements for tips cannot exceed 20%. State law prohibits the purchase of alcoholic beverages with state funds. Accordingly, those desiring to drink alcoholic beverages must purchase those with their own funds and have them put on a separate receipt. Reimbursements for hosted meals must be included in the original event budget. Requests for reimbursement for expenses that exceed the budget will either be denied, or capped at an amount equal to the remaining available budget. It is the responsibility of the person incurring the expense to ensure that they know how much remaining budget is available for reimbursement and that the expense does not exceed the budget.

**Large Event Only - Off Campus Events**

Events occurring off campus are typically more involved, and need more advance notice (approximately 120 days). The organizer may work directly with the venue to get space reserved, but any contract with an outside vendor **must** go through the Event Coordinator to be routed through UNT’s Purchasing Department for approval. No one at the department level is authorized to sign any contracts on UNT’s behalf. The venue may require a Purchase Order or a deposit to hold the space, and the Purchasing Department will work with your vendor to agree on terms. No staff or faculty are authorized to make a deposit on UNT’s behalf and receive reimbursement. Allow several weeks for review and approval of a contract, entering and approval of a requisition, issuing a PO, and a payment of a deposit. Requests for off-campus events that do not allow for sufficient advance notice may not be accommodated.

Events held off-campus, will be considered a large event eligible to receive logistical support from the Event Coordinator if the Large event slot has been utilized, however it may not be possible to have a staff member on site the day of the event.

**Large Event Only - Contracts**

As stated above, no one at the department level is authorized to sign any contracts on UNT’s behalf. Oral or written undertakings or promises made by an organizer are not binding on the Department or the University. Any contract from an outside vendor requiring signature on behalf of UNT must go to the Event Coordinator immediately upon receipt. The Event Coordinator will work with Purchasing to obtain an authorized signature on behalf of UNT. Contracts typically require revisions that must be worked out between both parties; therefore, contracts need to be provided to the Event Coordinator a minimum of 3 weeks prior to when a signature is required or a deposit payment deadline.

**Event Parking**

**Advisory Small Event:** Handled by event organizer

**Large Event:** Handled by Events Coordinator

When holding an event on campus, guests/attendees may pay for parking in one of the garages or one of the Parkmobile eligible lots. The Parkmobile option allows guests to pay $2.25 per hour through the Parkmobile app, available for Iphone and Android. Parking with Parkmobile allows the guests to park in Lot 5, 7, 23, 25, 55, and the Union Circle Garage. The app also allows for guests to extend their time remotely, has a find my car feature, and sends parking expiration alerts. These are the standard option for events held during the week. If you prefer to pay for parking permits out of your budget, hang tags can be purchased for $5.00 each from Parking Services. The organizer will need to facilitate the process of getting the permits to guests/attendees (by mail or in person). Permits must be displayed from the vehicle’s rearview mirror, to allow parking in any space marked “V” (Visitor lots). Please see UNT Campus map for location of Visitor and Parkmoblie lots.

<http://transportation.unt.edu/sites/default/files/UNT_Campus_Parking.pdf>

Special Event Permits can be requested by completing the Special Event Parking request form. The cost is $5.00 for day events and $2.50 for evening and weekend events. These passes will only be valid for the date of the event and event budgets will only be charged for the passes that are used. Special Event Permits grant parking in specific lot locations, determined based on event locality and availability. Parking in these specific lots are considered unreserved and are not guaranteed during peak school hours (8am-5pm). To have the use of dedicated parking during peak hours, additional costs may be included at the discretion of UNT Transportation Services for labor and equipment required to reserve a lot. Permits must be displayed on the guest/attendees dashboard so that all information is visible. Lot Monitors are available for hire to distribute these passes during your event at $30.00 per hour for a minimum of two hours. Parking is enforced on the weekends. If an event requires parking on the weekend, parking permits are available for a nominal fee ($2.50 per permit). Permits will be emailed to guests/attendees, and can be printed and displayed on the vehicle dashboard. These permits allow parking in the lots specific to the event (it will also be marked on the permit). This option requires advance notice to allow time to make arrangements with Parking Services. For events collecting a registration fee, the organizer may choose to charge each person for their permit to prevent incurring the costs on the event budget.

Printed Daily Permits can be purchased and printed by guests before the event online at transportation.unt.edu. The Department of History does not have the ability to purchase the daily permits for the guests/attendees.

Permit prices are subject to change at the discretion of Parking Services.

**\*\*These prices are subject to change without notice given to the department**

**Book Signing Tables**

**Advisory Small Event:** The event organizer will go to <https://facilities.unt.edu/content/work-order-request>, fill out all the necessary information, and submit the work order request. Facilities will email a work order creation followed by an acceptance email.

**Large Events:** The Events Coordinator will initiate the process of reserving tables and chairs based off the Large Event Request Form.

**\*\*Prices are subject to change without notice given to the department**

If a book signing table for the speaker is needed, the request must be submitted at least 30 days before the event at <https://facilities.unt.edu/content/work-order-request>. The charge is $32.00/hr labor fee and a $7.50 fee for two tables and one chair. If additional tables and/or chairs are needed, the fees are $3.00 per table/per day, and $1.50 per chair/per day. The labor charge is to drop off and pick up the book signing equipment and the total charge ranges from $30.00-$75.00. The minimum amount of tables and chairs needed by Barnes and Noble to set up is two tables and one chair. The availability of the bookstore to attend and staff your event is not guaranteed. Barnes and Noble require the speaker’s book titles and information for any additional texts the organizer wants at the table. You may contact the Barnes and Noble representative, Ruth Campos at ruth.campos@unt.edu.

**Funding Sources (Both Small and Large)**

If an event receives funding from external sources (outside of the department) it must be noted on the Event Request Form, including the amount committed and name of contact person. If the organizer receives notification of funding after the submission of the form, the funding information requested on the form and a revised budget must be submitted to the Event Coordinator immediately.

If funding is received from sources external to UNT (usually in the form of a check), checks must be mailed directly to the Event Coordinator or the Department Coordinator. Under the UNT Cash Handling Policy, anyone receiving checks or cash must attend an annual training and have approved documentation on file. The organizer will be required to submit information regarding external funding that includes who is providing the funding, how much, and estimated date of receipt.

If funding is external to the department, but internal to UNT, then the funding department will either transfer the funds to the History department or charges will be made directly to the department providing the additional funding, using either a purchasing card, a purchase order or an IDT for internal UNT charges (such as the Union, catering, printing services). The organizer will be required to submit information regarding funding from other departments that includes the name of department, the name and contact information for the person in the department handling the funds, and how much funding is being authorized. The Event Coordinator or Department Coordinator will contact the other department to facilitate the funding process, or transfer. In cases where there are issues obtaining the cooperation of the other department the organizer may have to assist. Funds must be received before expenses or payment commitments can be incurred.

If registration fees are collected for an event, they will be deposited into the department account that is funding the event and will be used to pay expenses related to the specific event for which they were collected.