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: 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.

Event Request Form

In order to request assistance in planning an event, completion of the Event Request Form and submission to the Event Coordinator is required. The Event Request Form must be submitted at least 30 days prior to an event (days the University is closed – such as winter break- do not count towards the 30-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 30 days’ notice. If an event may involve special elements that require more than 30 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 30 days’ notice for the submission of the Event Request Form. Forms for events submitted with insufficient notice may not receive full planning support.

Events will be prioritized based on event date and events occurring in the current semester will have planning priority over events occurring in the following semester(s). Size & type of events will also be taken into consideration when prioritizing events, meaning that a large-scale event request for Spring that is submitted in Fall, may have work started in the Fall because of the elements that require a longer planning window. Event Requests may be submitted early to hold an event date, but early submission does not guarantee that planning will start immediately, especially if the event is for a future semester. Every effort will be made to start planning as close to the receipt of the Event Request as possible, based on the future event schedule and current staffing levels and workloads. Early submission of an Event Request does not guarantee early booking of event space (UNT spaces) because priority is given to scheduled classes, so most rooms are not released for event booking until after the start of each semester. The exception to this is spaces booked in the Union (for which there is a substantial charge) or non-UNT venues (usually involving a contract). Every effort will be made to book the event space/venue as quickly as possible to ensure space is available, however some space booking will be limited by when rooms are released for booking each semester.
<table>
<thead>
<tr>
<th>Type</th>
<th>Minimum Time Frame</th>
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<tbody>
<tr>
<td>Large scale Events (budget of $10k, or registered attendees of at least 60, or multi-day events) or large conferences.</td>
<td>120 days</td>
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<tr>
<td>Non-U.S. citizen speakers (regardless of place of residence)</td>
<td>120 days</td>
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<tr>
<td>Requires EventBrite registration</td>
<td>60 days</td>
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<tr>
<td>Off campus events or any event requiring formal contracts with outside vendors</td>
<td>60 days</td>
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<tr>
<td>Events with external (outside of the History Department) funding sources that require transfer of money</td>
<td>6 weeks - this can be reduced if other UNT department is willing to split charges directly instead of transferring $</td>
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**Budget**

An event budget, entered in the department-provided Excel template, must be submitted via email with the 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 (speaker fees, travel, hotels, 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.

**Event Room Reservations**

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. Work with the Event Coordinator to get an estimate that coordinates with the event. 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.
If an event is of a nature that the target audience or expected attendees will be minors (under the age of 18), the Organizer is required to contact the office of Risk Management at UNT to satisfy their requirements for bringing minors onto campus.

**Events Requiring Registration**

If an event requires attendees to register, the online Eventbrite system will be used. The department does not support events that have mail-in registrations. The Event Coordinator will use the information provided on the Event Request Form 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 $.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 60 days before the date of an event requiring registration (earlier if registration needs to open sooner to allow people more time to register).

**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.
**Speaker Fees & Travel**

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 to the Event Coordinator (on the Event Request Form) a minimum of 30 days prior to an event. The Event Coordinator will use this information to create a speaker agreement, signed by the Department Chair, which will be provided to the speaker at least 3-4 weeks prior to the event. The speaker must then sign the agreement and return it, with any required tax documentation, to the Event Coordinator at least two weeks prior to an event. No travel arrangements will be made until a signed agreement and necessary documentation are on file.

It is against University policy to pay speakers if the proper paperwork has not been completed and approved, and the proper Purchasing procedures have not been followed. After the fact payments (paying a speaker after they have already come and given a lecture 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.

If the event organizer is unable to arrange transportation for the speaker to and from the airport, the Events Coordinator can make transportation arrangements with A Style Limousine. The current charge to/from the airport to/from Denton is $90.00 each way ($180 roundtrip), including gratuity. The car services need to be included in the original budget (if known at the time). Since a determination for the need of a car service is often contingent on the speaker’s travel times, it may not be possible to include the request for a car service in the original request and budget. If it is determined that a car service is required after the original Event Request and budget are submitted, notify the Event Coordinator of the need for a car service and to discuss the availability of funds in the budget for this purpose. At least two weeks of advance notice is required to arrange a car service in order to allow a purchase order to be authorized for payment. Requests for car service that do not allow enough time for a purchase order to be issued may be denied.

When offering a speaker fee, the speaker’s travel to and from Denton needs to be considered and one of the following options chosen by the organizer:

1) The organizer offers a speaker fee of a sufficient amount to include funds for travel, requiring the speaker to make and pay for their own travel arrangements. This option allows speakers to book their own flight(s) and hotel based on their personal preferences. 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, this option must be utilized and mileage costs (if appropriate) should be taken into account when determining speaker fee amounts. Separate reimbursements for mileage will not be made. This option is the preferred method for paying speakers, and is the best option for budgeting purposes, situations where travel needs to be arranged many months in advance, and when the event organizer does not want the speaker to be required to fill out the Travel Request Form. If the organizer uses this option faculty can still host meals that include the speaker and seek reimbursement.
2) The organizer offers a smaller speaker fee amount that takes into consideration the airfare costs that will be paid by the department out of the event budget. The Event Coordinator will book a flight for a speaker as necessary, to be paid directly from University funds, in accordance with the event budget. The speaker must fill out the “Travel Request Form” (to be returned with their Speaker Agreement) to indicate their travel preferences. The form requires the speaker to provide three time preferences (in two-hour time blocks) for both the departure and return portions of the travel. The department will make every effort to accommodate speaker’s travel preferences in order, taking budget and event obligations into account, however there is no guarantee. Flight options are limited to what is available through the Corporate Travel Planner website (the travel agency used by the University). The Travel Request Form will be used to book the speaker’s travel, and once travel is booked the Event Coordinator will email the speaker to notify them of their travel arrangements. Using this option will limit the travel options available to the speaker and all travel will be booked at the discretion of the department. Travel arrangements will be made to accommodate the event times and speaker obligations as indicated by the organizer on the event request form. The Travel Request Form will be sent directly to the speaker along with the Speaker Agreement. No travel reservations will be made until a signed Speaker Agreement has been received. All other travel expenses (such as ground transportation in the speaker’s departure city, meals not hosted by faculty, and incidentals) are the responsibility of the speaker, will not be reimbursed and should be taken into account when determining a speaker fee amount.

3) At the discretion of the organizer, the speaker is given the choice between options #1 and #2 above. If this option is utilized, a version of the Travel Request Form that allows the speaker to choose between options is provided to the speaker in advance of the Speaker Agreement. Once the completed Travel Request Form is received by the Event Coordinator, the appropriate Speaker Agreement will be issued to the speaker. No travel reservations will be made until a signed Speaker Agreement is received.

When completing the Event Request Form, the organizer must indicate which of the above options will be utilized. The above options need to be considered when creating the event budget and funding appropriate to the chosen option need to be included in the budget.

If a speaker is scheduled to stay in Denton overnight and needs a hotel room, the Event Coordinator will make the hotel arrangements at a preferred hotel or a hotel offering the per diem rates, as designated by the University. This will need to be accounted for in the budget, and prices can be determined based on the current per diem rate for lodging in Denton. If a speaker has travel expenses (airfare, hotel, car rental) that the department is paying for directly, the Event Coordinator will book the travel for the speaker. It is not allowable for the traveler to pay for major travel expenses (such as air, hotel, car) and be reimbursed later. Air travel and car rentals must be booked by the department through the Concur system, and are subject to a small booking fee (currently $6.50). Only car rental agencies that utilize direct billing through the Concur system will be utilized.

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 foreign national speaker. Due to restrictions set by UNT and the IRS, the Event Coordinator is not able to make travel arrangements or 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.

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 move forward with a non-US citizen speaker, it may be necessary for the 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.

Speaker fees paid to International speakers will be required to use the speaker fee option that includes travel funds as outlined in option #1 of the Speaker Fees and Travel section of this policy.

**Marketing**

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

**Fliers** – At the request of the organizer, the Event Coordinator can create a one-page flier for the event. The organizer will be responsible to provide the flier’s text, photos or clip art content to the Event Coordinator two weeks prior to the date a final copy of the flier is needed. The Event Coordinator can format/design the flier using the provided content, and 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 be provided that can be used for email.

**Email** – If marketing emails are requested for an event, 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.

**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.

**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.

**Reimbursements to Faculty**

If a Faculty member pays for a dinner or hosted 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) along with an itemized receipt showing what was purchased, and a credit card receipt (if paid with a credit card). Lack of an itemized receipt may cause reimbursements to be denied. 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 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. Requests for Department support for meals other than an ordinary meal and beverages at a restaurant will need to be cleared with the Department in advance.

**Off Campus Events**

Events that occur off campus are typically more involved, and need more advance notice (approximately 60 days) than the typical event. The organizer may decide to work directly with the venue to get event space reserved, but any contract with an outside vendor must go through the Event Coordinator and 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 come to an agreement. No staff or faculty are authorized to make a deposit on UNT’s behalf and receive reimbursement. Allow several weeks for a contract to be reviewed and approved, a requisition to be entered and approved, a PO to be issued, and a deposit paid. Requests for off-campus events that do not allow sufficient advance notice may not be accommodated.

Events held off-campus, outside of Denton, may receive logistical support from the Event Coordinator, however it may not be possible to have a staff member on site the day of the event.

**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 needing signature on behalf of UNT should go to the Event Coordinator immediately upon receipt. The Event Coordinator will work with purchasing to get an authorized party to sign 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 deposit payment deadline.

Parking

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 Parkmobile 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.
**Book Tables**

If a book signing table for the speaker is required, the request must be submitted at least 30 days before the event and the charge is $27.50. This charge includes a $20.00 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 minimum amount of tables and chairs needed by Barnes and Noble to set up is two tables and one chair. The Events Coordinator will book the tables and chairs for delivery and contact Barnes and Nobles to request a representative to staff the book signing table. 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.

**Funding Sources**

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 Administrative 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 IDO 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.

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.