

History Department Event Request Form

Event Details

Name of Event: _____

Date of Event: _____ Start and End Time of Event: _____

Room Reservation Needed? Y N If Yes, preferred building: _____

If the event is not being held on campus, please list the location below:

Expected attendance #: _____ This event is open to the public: Y N

Will food and/or beverages be served at this event? Y N

Speaker Details

Speaker Name: _____

Speaker's contact info (email address preferred): _____

What date would you like to contractually obligate your speaker to arrive? _____

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

If Yes, please choose one of the following options:

Speaker will be paid a lump sum honorarium, and will arrange and pay for their own air travel, ground transportation on their end, meals, and incidentals. It is understood their honorarium is intended to cover all travel expenses, with the exception of their hotel stay in Denton.

Speaker will be paid a lesser honorarium, and will arrange and pay for their own ground transportation on their end, meals, and incidentals. Your event budget will cover the travel expenses for airfare and hotel, which the department will book for them.

I would like the speaker to decide between receiving a higher honorarium with the responsibility of booking and paying for their own travel (with the exception of hotel), or a lower honorarium with the department paying for their airfare and hotel only. (If you choose this option, please provide a second honorarium amount below.)

Honorarium Amount: _____

Lower honorarium amount (if applicable): _____

Dates of Speaker's stay in Denton: _____ through _____

The speaker is a US citizen: Y N

Registration

Will people register to attend this event? Y N If so, is there a fee? Y N

If yes, please provide the following:

Registration fee: _____

Will you be offering a discounted rate? Y N

If yes, please check all groups that will be eligible for the discount:

Faculty

Staff

Student

Emeritus

Alumni

Other: _____

Discounted registration fee: _____

For events with a registration fee, please choose one of the following options:

Absorb Eventbrite fees into your own budget (deducted from your registration payout after event is over)

Pass Eventbrite fees along to customer (customers will be charged the fees when registering)

Date registration is to close: _____

(If event has catering, you must close registration 10 calendar days before your event date)

Will attendees need nametags? Y N

Marketing

The department will add all events to our website calendar and the UNT Events calendar. For additional marketing options, please select any of the following as needed:

Request a flier created for the event. (Organizer must provide the text content and any photos or clip art to be incorporated into the flier)

Request a mass email sent out to a list of contacts to be provided. (list must be provided in Excel format, and text for the email must be provided)

Request brochures or other materials mailed out to a list of addresses to be provided, and postage and printing costs have been included in the attached budget. (list must be provided in Excel format, and either the completed mailer or the content for the mailer to be created must be provided by event organizer)

Other

Will event require special parking on campus? Y N

(Special parking refers to any alternative other than having attendees pay to park in one of the campus garages).

Would you like a book table at your event? Y N

If your speaker has written any books and if you plan to do a book signing, we can request Barnes & Noble UNT to come set up a table. We cannot guarantee the availability of the bookstore to come set up at your event. This option is only available for events held on UNT's Denton campus.

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? _____

Outside Entity

(Checks made out to UNT must be mailed directly to the History Department front office)

Who is contributing? _____

What amount have they committed? _____

When will we receive these funds? _____

Please submit this form with your preliminary budget spreadsheet attached.