

History Department Large Event Request Form

Event Details

Name of Event: _____

Faculty Contact: _____

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

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

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

If so, where do you anticipate ordering your catering from? _____

Speaker Details

Speaker Name: _____

Speaker's contact info (email address 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, please utilize the following option:

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, 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

Additional needs and/or Speaker obligations while on campus:

Graduate lunch/meet and greet? (Please provide date and time): _____

Will there be food or no food? Y N

Select or open invitation? Y N

Special Requests (ex: clickers, special computer cords or set-ups): _____

Registration

Is registration required to attend this event? Y N

 If so, is there a fee? Y N

If there is a fee, 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 and the appropriate fee:

 Faculty: \$ _____

 Staff: \$ _____

 Student: \$ _____

 Emeritus: \$ _____

 Alumni: \$ _____

 Other: _____

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. (Text content and any photos or clip art to be incorporated into the flier must be attached or emailed.)

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)

Request for event to be submitted to social media/website (text content and any photos must be attached or emailed)

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).

If yes, how many permits will need to be requested? _____

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.

If yes, please provide book titles you would like at the book signing table:

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

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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.