**Department of Political Science Event Request Form**

***Event Details***

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

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

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

Chartstring to be used for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Room Reservation Needed? \_\_\_\_\_\_\_\_\_\_\_

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? \_\_\_\_\_\_\_

Is there a fee to attend? \_\_\_\_\_\_\_

Who will attend event: students, faculty, outside attendees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Speaker Details***

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

Speaker’s contact info (email address preferred):

* Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Guest needs to complete an EFT and an I-9.
* Will the speaker be receiving a stipend? If so, will the stipend cover everything including travel expenses and lodging expenses? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Stipend Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Transportation information:
* Flight information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Limo service needed? \_\_\_\_\_\_\_\_\_\_\_\_\_
* Parking Pass? \_\_\_\_\_\_\_\_\_\_\_\_\_
* Lodging Information
	+ Preferred Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How many nights?: \_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment needed: Speaker/Microphone \_\_\_ Laser Pointer\_\_\_\_ (Please return to Cheryl Tyler, Wooten Hall 125).

***Additional needs and/or Speaker obligations while on campus:***

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

Other speaker obligations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you like a book table at your event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Registration***

Is registration required to attend this event? \_\_\_\_\_\_\_

Registration fee: \_\_\_\_\_\_\_\_\_\_\_

Will you be offering a discounted rate? \_\_\_\_\_\_\_

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

Faculty: $ \_\_\_\_\_\_\_\_\_\_\_

Staff: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Student: $ \_\_\_\_\_\_\_\_\_\_\_

Emeritus: $ \_\_\_\_\_\_\_\_\_\_

Alumni: $ \_\_\_\_\_\_\_\_\_\_\_\_

Date registration is to close: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will attendees need name tags? \_\_\_\_\_\_\_\_

Will the event require special parking on campus? \_\_\_\_\_\_\_\_

(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? \_\_\_\_\_\_\_\_\_\_

***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 or simply state group to be invited. PSCI Grads, PSCI Undergrads, other? (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 posted to social media/website (text content and any photos must be attached or emailed)

**Funding**

Any external funding committed from outside the department? \_\_\_\_\_\_\_\_

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 (Non-UNT)***

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

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

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

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

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

**Department of Political Science Event Food Order Request Form**

Name of restaurant or Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and phone number of person receiving food delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Please be specific when filling out request form.**

Write order below:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Condiments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Please submit this form to the Events Coordinator at*** ***Cheryl.Tyler@unt.edu******.***