

Advisory Small Event Toolkit

How to book an event room:

Go to <http://studentaffairs.unt.edu/university-union/classroom-reservation-guidelines> and read through the classroom reservation guidelines. Once you have done that, click on the bottom green tab that reads “Room Reservation Request Form”. This is where you will enter all the required event information and submit. If you are booking a room that will incur a charge, include the charge in your budget and provide the Events Coordinator with a copy of the estimate for the charge.

If your guest is a foreign speaker:

You will need to provide all of the documentation required by the Tax Accountant to meet IRS Regulations and Federal Tax Laws. To determine what documents are required for your specific speakers, please contact: Dayo.Adesuyi@untsystem.edu or Carolyn.Hanna@untsystem.edu. Documentation requirements vary, based on residence, tax status and visa type of each speaker. If all of the documents are not provided, the contract will be kicked back and the event will be at risk of cancellation.

Marketing for your event:

When you have created your flyer, please submit it to Cheryl.Tyler@unt.edu so that we may post your flyer on the Political Science.unt.edu webpage, the department bulletin board, and Facebook. The Events Coordinator can print up to 15 color copies of the flyer for you. If you want mass quantities printed contact <https://printingservices.unt.edu/eagle-images>. Mass emails and Mail outs are the responsibility of the event organizer.

Reserving a Book signing table for your event:

Please go to <https://facilities.unt.edu/content/work-order-request> and fill out all the necessary information including number of tables needed (2), chairs needed (1), location, time to drop off and time to pick up, and chartstring. If you are reserving a book signing table that will incur a charge, include this charge in your budget and provide the Events Coordinator with a copy of the estimate for the charge. Contact Events Coordinator for chartstring if needed.

Contact for Barnes and Noble:

To have Barnes and Noble set up at your event, please contact Ruth Campos at (940)565-3389 or Ruth.campos@unt.edu.

If your guest needs transportation options:

We have used A Style Limousine and Sedan in the past. They currently charge \$90.00-95.00 for transportation service for UNT. This is one way and includes tip. Contact information – (972)571-6237 or info@astylelimoservice.com. Other transportation alternatives are Uber, Lyft, Graduate students who volunteer, or faculty members. Remember that transportation charges are the responsibility of the speaker to pay and should be included in their speaker fee.

If you guest needs Hotel suggestions:

The Department of Political Science has used Best Western Premier in the past. Many local hotels will book at the state rate. if the guest lets them know that they are a guest speaker with University of North Texas. The current state rate is \$98.00 plus city tax.

Hotels within a 5-mile radius:

- Best Western Plus Denton Inn & Suites (1.85 miles from UNT) Phone: 1-866-272-4856
- Best Western Premier Crown Chase Inn & Suites (3.47 miles from UNT) Phone: 1-866-265-3604
- Courtyard Marriott (3.35 miles from UNT) Phone: 1-866-307-9227
- Embassy Suites by Hilton (1.9 miles from UNT) Phone: 1-940-243-3799
- Fairfield Inn & Suites by Marriott (1.79 miles from UNT) Phone: 1-866-298-0996
- Hampton Inn & Suites (1.56 miles from UNT) Phone: 1-866-294-5798
- Hilton Garden Inn (3.43 miles from UNT) Phone: 1-866-280-5236
- Holiday Inn Express & Suites (2.38 miles from UNT) Phone: 1-866-608-6760
- Holiday Inn Express & Suites (2.38 miles from UNT) Phone: 1-866-426-5744
- Homewood Suites by Hilton (3.88 miles from UNT) Phone: 1-866-327-6247
- La Quinta Inn & Suites (2.36 miles from UNT) Phone: 1-940-808-0444
- SpringHill Suites by Marriott (1.55 miles from UNT) Phone: 1-866-276-6393

Food:

- For Event: Contact vendor, order and arrange for delivery. Submit itemized receipt and credit card receipt/proof of payment with Meal Reimbursement Request Form to Events Coordinator for reimbursement. The event organizer will need to accept/check delivery and set up Tips cannot exceed 20%. The Event Coordinator has a catering binder if ideas are needed.
- Faculty Hosted Meals: Submit itemized receipt and credit card receipt/proof of payment with Meal Reimbursement Request Form to Events Coordinator for reimbursement. If paid with department purchasing card, submit itemized receipt and credit card receipt/proof of payment.

Tables/Equipment:

- Plastic tables, microphones, and clickers may be checked out at the Department of Political Science office front desk. All items checked out will need to returned and signed back in after the event.

Parking:

- http://transportation.unt.edu/sites/default/files/UNT_Campus_Parking.pdf - refer to event policy for options.