

# Department of Political Science 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:

Date registration is to close:

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)

**Other**

- 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)

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:

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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? \_\_\_\_\_

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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 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: \_\_\_\_\_

**Please submit this form to the Events Coordinator and the preliminary budget template electronically at [Cheryl.Tyler@unt.edu](mailto:Cheryl.Tyler@unt.edu).**