Department of Political Science Small Event Request Form

Event Details
Name of Event: _______________________________________________________________
Faculty Contact: _______________________________________________________________
Date of Event: __________________ Start and End Time of Event: ____________________
Location: ________________________________ Expected attendance #: ______________
Is the event open to non-UNT attendees? Y N

Speaker Details
Speaker Name: _______________________________________________________________
Speaker’s contact info (email address and phone number 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,
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 to and from the
airport, 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

Marketing
The department will add all events to our website calendar and the UNT Events calendar. Please
provide the Events Coordinator with your event flyer.
Funding

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

Name of department: _______________________________________________________

Name of contact person: _____________________________________________________

What amount have they committed? _________________________________________

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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