

New and Improved Department of Political Science Events Policy

Contact Cheryl.Tyler@unt.edu with any questions!

The Department of Political Science Events Coordinator helps support events as outlined in this policy. Ultimately, the goal of the Events Coordinator is to help with as many departmental events as possible, to encourage extracurricular participation from our students and staff, and to highlight the achievements of our impressive faculty and department. The Events Coordinator is here to make your life easier, and to help you with events, so please bear that in mind if you're trying to organize something and need help. If you need any further assistance, or have any questions about anything event-related, please ask!

Event Dates – There are a few annual events which occur regularly throughout the year. So please check with the Events Coordinator to make sure your dates are available for your selected event, and we will do our best to make it happen!

Event Forms – If you'd like the Events Coordinator's help with an event, please fill out the appropriate form on <https://politicalscience.unt.edu/forms> under the **Events** section, and follow the instructions on the form. To help ensure their success, please submit them within the appropriate time frame depending on the size of your event:

Type:	Minimum Time Frame:	Organizer Responsibility:	Events Coordinator Responsibility:
<p>Large events</p> <p>or</p> <p>Any event that includes Non-U.S. citizen speakers (regardless of or size of event)</p>	120 days	Assist with getting information for the speakers, catering, event spaces, verbiage for all marketing materials, etc.	Creating the all-inclusive speaker agreement, room booking, book signing tables and contact with Barnes and Noble, flyers, parking, catering, mail outs, nametags, programs, and registration. The Events Coordinator can book hotels and car services for any guest speakers who need them. It is the responsibility of the guest to book their own flights, however.
<p>Small Events</p>	60 days	Collecting all information for the speaker agreements, booking rooms, book signing tables and contact with Barnes and Noble, flyers, and catering. The event organizer will need to submit a Small Event Request form and budget.	Creating all-inclusive speaker agreements.

Please note that the Events Coordinator will do their best to accommodate any event requests, but it is the responsibility of the organizer to make sure things are submitted to the Events Coordinator in a timely manner and in an appropriate time frame for the work to be completed. Due to administrative requirements by the University, this process always needs as much time as possible.

Budget (Both Small and Large)

An event budget, using the Department of Political Science template located on <https://politicalscience.unt.edu/forms> must be submitted via email to cheryl.tyler@unt.edu

In addition to the Large Event Request Form or the Small Event Request Form. The budget must clearly indicate all sources of income (funds provided by the department, internal funds if applicable, and/or anticipated registration income) and all anticipated expenses (All-inclusive speaker fees, faculty hosted meals, parking, rooms etc.). If you have any budget questions, please contact Brenda Davidson, Swartz at Brenda.Davidsonswartz@unt.edu.

Funding Sources (Both Small and Large)

- If an event receives funding from internal sources (outside of the department) it must be noted on the Event Request Form, including the amount committed and name of contact person. If the organizer receives notification of funding after the submission of the form, the funding information requested on the form and a revised budget must be submitted to the Event Coordinator immediately.
- If funding is received from sources internal to UNT (usually in the form of a check), checks must be made out to the UNT Political Science Department, with the event name in the Memo line, and then given to Brenda. The organizer will be required to submit information regarding external funding that includes who is providing the funding, how much, and estimated date of receipt.
- If funding is internal to the department, but internal to UNT, the organizer will be required to submit information regarding funding from other departments that includes the name of department, the name and contact information for the person in the department handling the funds, and how much funding is being authorized. Funds must be received before expenses or payment commitments can be incurred.
- If registration fees are collected for an event, they will be deposited into the department account that is funding the event and will be used to pay expenses related to the specific event for which they were collected.

Reimbursements to Faculty (Both Small and Large)

- If a faculty member pays for a dinner or hosted a meal as part of an event, and pays using personal funds, it may be eligible for reimbursement. To request reimbursement, submit a completed Meal Reimbursement Request Form (located on the department website), an itemized receipt showing what was purchased, and a credit card receipt (if paid with a credit card or other proof of payment). Requests for reimbursement should be submitted within two weeks of the event or occurrence of expense. Lack of an itemized receipt may cause reimbursements to be denied by Purchasing. If a receipt is lost, requests must include a Lost Receipt Affidavit Form (found on BSC website). Reimbursements for tips cannot exceed 20%. State law prohibits the purchase of alcoholic beverages with state funds

Reimbursements for hosted meals must be included in the original event budget. Please contact Jami with any budget questions!

Speaker Fee (Both Small and Large)

Speakers should be informed that it is against University policy to pay speakers without completion and approval of the proper paperwork. After the fact payments (paying a speaker after they have already rendered services without the proper paperwork and approval is NOT allowed and will not be done. Issues regarding payments to speakers need to be discussed early in the planning process, as this has been complicated in the past.

- The organizer will offer a speaker fee of a sufficient amount to include funds for the speaker to make and pay for their own air travel/mileage. The Events Coordinator is able to book hotels and transport within the Denton area for out of state visitors (e.g. hire a car to take visitors from the airport), but will not be booking flights. Please factor this in to your calculations of speaker fees.
- A speaker contract will be created based on the information provided from the Event Request Form, and the Events Coordinator will obtain W-9 and EFT information from the speaker. When all of the information is received, the Events Coordinator will submit the unsigned contract to Contracts Department, who upon approval will send the contract to the speaker. The speaker must sign and return the speaker contract to the Contracts Department at least two weeks prior to the event, at which point a purchase order can be issued.
- Since the speaker signs a contract for payment with UNT, the Political Science Department must have all appropriate financial paperwork before they can process the contract. This is particularly important for international visitors, as their paperwork can be more complicated. The Events Coordinator will send the appropriate paperwork to the speaker as soon as possible, and will follow up with the speaker regularly. If the speaker is not communicative, the Events Coordinator will inform the organizer, who will ultimately decide if the speaker needs to be replaced. It is the organizer's responsibility to have a backup speaker ready in such an event.

Marketing (Both Small and Large)

- Each event will be added to the Department of Political Science website calendar, as well as posted around Wooten Hall and social media.
- **Fliers** – Creation of event fliers are the responsibility of the event organizer, although the Event Coordinator is always happy to help. Please email cheryl.tyler@unt.edu with the flyer, and any other relevant information. The organizer is responsible for distributing flyers throughout campus, although again, the Events Coordinator is always happy to help.
- **Social Media** – Requests to post an event on Facebook, Twitter, or Instagram requires the post content and any desired images be provided to the department's Facebook administrator(s), who is currently Cheryl Tyler. She can be contacted at Cheryl.tyler@unt.edu.

Event Room Reservations

- **Small Event:** The event organizer will go to <https://studentaffairs.unt.edu/university-union/classroom-reservation-guidelines> and read through the classroom reservation guidelines, then click on the green tab that reads "Room Reservation Request Form." The faculty member then enters all the required event information and submit. Once the request is approved and a room assigned, Classroom

- Reservations will send an email confirming the room that has been scheduled. The event organizer will be responsible for checking out tables, accepting food delivery, setting up the event, breaking down and returning the tables, and cleaning the event space.

Large Events: The Events Coordinator will initiate the process of reserving rooms based off information on the Large Event Request Form and will assist with obtaining estimates for room charges.

- Room/facility reservations are required for on-campus events. Specific rooms or buildings may be requested; however, availability may be limited, and cannot be guaranteed. If a requested room is unavailable, other options will be provided. The less notice provided for a room reservation, the greater chance that no room with the required capacity will be available on campus. Rooms in the Union and certain other buildings (such as the Willis Library Forum) usually charge a rental fee (regardless of whether or not a fee is collected for attendance). Fees for room reservations need to be taken into account when planning and creating the event budget.

Large Events Requiring Registration

- If an event requires attendees to register, this must now be done through the UNT Union which requires a \$50 set up fee + \$1/registrant + 3% credit card fee. Please take this into account when budgeting. The Events Coordinator will liaise with the Union for large events.
- **Large event only - Email** – If marketing emails are requested, a contact list formatted as an Excel file must be provided and must include a column with email addresses (unless the Event Coordinator has a saved file from a previous year that the Organizer has approved for use). The organizer must supply the wording for the email. Formatting will be based on templates and tools available in our email contact application. Attachments can be included in the email (as a clickable link). Mass email requests and information must be provided at least 5 business days before you expect the email to be sent. The department cannot send mass marketing emails to internal UNT email addresses, except to the History department faculty and graduate students.
- **Large event only - Brochure or Other Mail-Out** – If marketing materials need to be mailed out for an event, the organizer must provide an Excel file with the mailing list; which must include columns for name, address, city, state, and zip code. If a brochure design is needed, the organizer will provide the content and the Event Coordinator will format it using a basic design. Jobs requiring expert graphic design services for a complex marketing campaign will be outsourced to Printing Services and these services must be accounted for in the budget. For basic design jobs done within the department, but that require color printing or the use of special paper, the printing (and folding if applicable) will be done through Printing Services (which will need to be budgeted for accordingly). Marketing requests and the necessary information must be provided to the Event Coordinator at least 30 days before the materials need to be mailed out.

Large Event Only - Off Campus Events

No one at the department level is authorized to sign any contracts on UNT's behalf.

- Events occurring off campus are typically more involved, and need more advance notice (approximately 120 days). The organizer may work directly with the venue to get space reserved, but any contract with an outside vendor **must** go through the Event Coordinator to be routed through UNT's Purchasing Department for approval.

Event Parking

When holding an event on campus, guests/attendees may pay for parking in one of the garages or one of the Park mobile eligible lots. The Park mobile option allows guests to pay \$2.25 per hour through the Park mobile app, available for iPhone and Android. Parking with Park mobile allows the guests to park in Lot 5, 7, 23, 25, 55, and the Union Circle Garage. The app also allows for guests to extend their time remotely, has a find my car feature, and sends parking expiration alerts. These are the standard option for events held during the week. If you prefer to pay for parking permits out of your budget, hang tags can be purchased for \$5.00 each from Parking Services. The organizer will need to facilitate the process of getting the permits to guests/attendees (by mail or in person). Permits must be displayed from the vehicle's rearview mirror, to allow parking in any space marked "V" (Visitor lots). Please see UNT Campus map for location of Visitor and Park mobile lots.

http://transportation.unt.edu/sites/default/files/UNT_Campus_Parking.pdf

Special Event Permits can be requested by completing the Special Event Parking request form. The cost is \$5.00 for day events and \$2.50 for evening and weekend events. These passes will only be valid for the date of the event and event budgets will only be charged for the passes that are used. Special Event Permits grant parking in specific lot locations, determined based on event locality and availability.

Parking in these specific lots are considered unreserved and are not guaranteed during peak school hours (8am-5pm). If an event requires parking on the weekend, parking permits are available for a nominal fee (\$2.50 per permit). Permits will be emailed to guests/attendees, and can be printed and displayed on the vehicle dashboard.

Printed Daily Permits can be purchased and printed by guests before the event online at <http://transportation.unt.edu>.

Book Signing Tables

Small Event: The event organizer will go to <https://facilities.unt.edu/content/work-order-request>, fill out all the necessary information, and submit the work order request. Facilities will email a work order creation followed by an acceptance email.

Large Events: The Events Coordinator will initiate the process of reserving tables and chairs based off the Large Event Request Form.

If a book signing table for the speaker is needed, the request must be submitted at least 30 days before the event at <https://facilities.unt.edu/content/work-order-request>. The charge is \$32.00/hr labor fee and a \$7.50 fee for two tables and one chair. If additional tables and/or chairs are needed, the fees are

\$3.00 per table/per day, and \$1.50 per chair/per day. The labor charge is to drop off and pick up the book signing equipment and the total charge ranges from \$30.00-\$75.00. The minimum amount of tables and chairs needed by Barnes and Noble to set up is two tables and one chair. The availability of the bookstore to attend and staff your event is not guaranteed. Barnes and Noble require the speaker's book titles and information for any additional texts the organizer wants at the table. You may contact the Barnes and Noble representative, Ruth Campos at ruth.campos@unt.edu.