

Department of Classics Event Planner

If you are hosting an event for the Classics Department, please complete this form. The office staff will be in contact to help you plan your event

Complete all that apply and send to the Department Staff.

1. **EVENT NAME:** _____
2. **EVENT DATE(S)/TIMES:** _____
3. **CONTACT PERSON:** _____
4. **FUNDING INFORMATION** (Include all funding sources, and any co-sponsors and amounts):

5. **GUEST SPEAKERS** (list for each speaker):
Name: _____
Email: _____
Reimbursement Limit: \$ _____
Honorarium (if any): \$ _____
Country of citizenship (required if paying an honorarium): _____
6. **EXPECTED ATTENDANCE:** _____
7. **PREFERRED ROOM** (if any): _____
Room Reservation Tips: *General purpose classrooms may be reserved the quarter of the event after classes have been scheduled by the registrar. A limited number of non-classroom spaces are available on campus to reserve up to 1-year in advance (ex-Norris Center auditorium and rooms, Parkes Hall, John Evans Alumni Center, Transportation Center etc - A more complete list is available through the Dept Office). **Consult Dept staff at least 6 months to 1 year before your event to insure a reserved event space.***
8. **ROOM SET-UP** (seminar, panel, lecture, etc...): _____
9. **EQUIPEMENT NEEDED** (a/v, mics, overhead projector, etc..):

10. **ADD'L SUPPLIES/MATERIALS NEEDED:**

11. **CATERING** (check any that apply):

Light Snacks/Meal During Event

Menu Type: (coffee/tea cookies, fingerfoods, etc...) _____

Preferred Caterer (if any): _____

Reception (usually not done):

Date/Time: _____

Menu Type: _____

Preferred Caterer (if any): _____

Conference Dinner (usually not done)

Date/Time: _____

Menu type (ex-buffet, sit-down, etc...): _____

Preferred Caterer (if any): _____

12. **GUIDELINES FOR GUEST SPEAKER "COURTESY DINNER" WITH NU FACULTY:**

(Maximum 2-3 NU people per each non-NU Guest at \$65/person - or – More people may be invited, but **maximum from all university funds may not exceed \$260** = (\$65 x 4), including tax & tip. Exceptions must be approved by Dean's Office.

Alcohol cannot be charged to a sponsored grant, but can be reimbursed separately to a non-sponsored account. Alcohol cost is part of the maximum reimbursement of \$260.00.

13. **HOTEL BLOCK RESERVATIONS** (if applicable):

Dates: From: _____ To: _____ No. of People: _____

Preferred Hotel (usually The Homestead): _____

GROUP HOTEL RESERVATIONS ARE AVAILABLE: If a block of rooms needs to be reserved for multiple visitors, please consult the Dept Staff as soon as you know your conference dates (preferably at least 6 months in advance).

14. **PUBLICITY:**

Email Blasts & Facebook: Please list all groups that should receive email blasts (ex: faculty, grad students, undergrads, specific departments etc...): Event will be posted on Facebook and email blasts sent out.

Poster: Check this box if your event needs a poster designed and printed. Please provide Dept Staff the **title** of all talks, a **graphic** and all **other text** that should appear on the poster:

All events are automatically posted on **PlanIt Purple** and the **Classics Dept website.**