

***Department of Romance Languages and Literatures***  
**EVENT SCHEDULING FORM**

Faculty Sponsor: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Preferred Location: \_\_\_\_\_ Already Reserved? YES NO

Name of Speaker/Participant: \_\_\_\_\_ Affiliation \_\_\_\_\_

Audio-Visual Required? YES NO (5-9460 or Gretchen) Already Reserved? YES NO

Publicity Required: YES NO (Susan Fuerst, 6-8255)

Cosponsors: \_\_\_\_\_

**RECEPTION**

Preferred Location: \_\_\_\_\_ Already Reserved? YES NO

Number of Expected Guests: \_\_\_\_\_

Special Preferences (i.e. food, beverages etc.): \_\_\_\_\_

**HONORARIA**

U.S. Social Security #: \_\_\_\_\_

Legal Home Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

RLL Budgeted Amount: \$ \_\_\_\_\_ Funding Source: \_\_\_\_\_

\*\*\* If not U.S. Citizen Please Provide Following Information\*\*\*

Visa Type: \_\_\_\_\_ Visa Number: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Passport #: \_\_\_\_\_

**TRAVEL AND LODGING ARRANGEMENTS**

Hotel Preferred: (i.e. Dana Palmer, Faculty Club etc.): \_\_\_\_\_

Already Reserved? YES NO

Total # of Nights: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Notes or Special Requests:**