

## Department of Romance Studies Event Planning Form

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Please complete all 3 pages of this and submit to your Area Head **AND** to Katie/Ellen at or before the beginning of each semester and BEFORE you extend an invitation to a speaker. (Other events may be added later in the semester if planned with sufficient lead-time and if approved by Area Head.)

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Today's date:

Your name & contact information:

Talk title and/or topic:

Date, time, and venue for event (event start/end times should coincide with the class block schedule):

Is this tentative or confirmed?

Please provide additional background information about the speaker and/or event (please attach CVs and other relevant documents):

How many do you expect to attend?

Who will be your audience? Students, faculty, ROMS, Brandeis campus, general public?

If speaker will also make a presentation to your class, please provide class name, time, and location:

1. How many students in the class?
2. How many visitors can the classroom accommodate?

If the event is not on campus, how will attendees and/or guests travel to and from event?

Will ROMS be co-sponsoring this event with (an)other department(s)? Yes / No

IF YES:

1. Which one(s)?
2. Is ROMS the principal coordinator? Yes / No

What will the ROMS administrative staff be responsible for:

1. Reserving a room for event? Yes / No

IF YES:

Do you have a room/location preference?

## 2. Arranging for electronic equipment? Yes / No

IF YES:

- a. Please check: AV          computer          LCD projector          slide projector  
                         screen          Skype          video camera
- b. Anything not on the list above?

## 3. Designing the poster? Yes / No

IF YES:

- a. Please provide text for the poster. Remember the fewer the words, the greater the visual impact.
- b. Please send us images (as high a resolution as possible) and/or ideas for images.

## 4. Printing and posting poster? Yes / No

IF YES:

- a. How many and should we target specific places on campus besides Shiffman?
- b. Would you like us to put copies in faculty mailboxes (these may not be in color to save ink)?

## 5. Providing refreshments? Yes / No

IF YES:

- a. What would you like us to serve?

## 6. Processing honorarium and other expenses? Yes / No

IF YES:

Please provide your speaker's email address below so that we can send her/him the required tax forms.

7. Please complete proposed budget:

<b>EXPENSES</b>	
<b>Anticipated Expenses</b>	<b>Amount</b>
Honorarium?	\$
Refreshments at event?	\$
Dinner, lunch (guest plus faculty)?	\$
	\$
	\$
	\$
<b>TOTAL:</b>	\$

<b>SOURCES OF FUNDING</b>		
<b>Anticipated Sources of Funding w/contact information</b>	<b>Amount</b>	<b>Confirmed?</b>
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Amount requested from ROMS:</b>	\$	
<b>TOTAL:</b>	\$	

8. Other information or comments:

Thank you very much.