

**ENGLISH FACULTY EVENT FORM**

Sponsoring Faculty Member \_\_\_\_\_

Email \_\_\_\_\_

Guest Speaker(s)/Event \_\_\_\_\_

Date of speaker(s)/event \_\_\_\_\_

In-person \_\_\_\_\_. Virtual \_\_\_\_\_. Location, (if in-person) \_\_\_\_\_

Funding Sources (Department or Program)/Amounts

\_\_\_\_\_  
\_\_\_\_\_

Budget Breakdown

Honorarium\* \_\_\_\_\_

Airfare\*\* \_\_\_\_\_

Hotel\*\* \_\_\_\_\_

Reception food at  
event \_\_\_\_\_

Meals \_\_\_\_\_

Ubers for  
speaker \_\_\_\_\_

Other  
expenses \_\_\_\_\_

Marketing Needed      Yes \_\_\_\_      No \_\_\_\_

Event Description for WaveSync

---

---

Food or Beverages      Yes\_\_\_\_      No\_\_\_\_

Alcohol      Yes\_\_\_\_      No\_\_\_\_

If Yes to either, Catering Through\_\_\_\_\_

A/V Items Needed

---

---

Tables and Chairs Needed (Put Layout Wanted If Known)

---

---

\*Honorarium checks take three weeks to process and you must have your visiting speaker fill out a W-9 form before the honorarium check is requested.

\*\*Airfare and hotel must be booked by World Travel and cannot be reimbursed to the speaker. Guest speaker fills out a Tulane Guest Traveler Form and sends to Barb Ryan, barb@tulane.edu.

As the sponsoring professor you can be reimbursed through Concur for meals, but any reimbursements for your guest speakers have to be done by Barb Ryan.

Please send completed form to Analene McCullough, amccullough1@tulane.edu.