Event Process Guide

SST Sponsored Events
For internal meetings, large/small lectures, visiting faculty/speaker presentations, and large events:

1. Fill out the Event Request form. All fields outlined in red must be completed. If a required field is not applicable to your event, please type “NA.”
2. If funding is required, complete the following sections:
   a) Approved Funding Source (required)
   b) Travel & Lodging (if applicable)
   c) Catering Needs (if applicable)
   d) Honorarium (required)
   e) Total Approved Budget (required).
3. Signature Line: Requestors can type in or insert an electronic image. A faculty head signature is required for program unit events (AAAS, APAS, JUS, WGS) and a supervisor signature is required for staff events.
4. Forward the form electronically to Shandra Daniels or drop it by her office, Room 118.
5. Deadline for Event Request form: One week for meetings in Wilson Hall, one month for a lecture or meeting outside Wilson Hall, and three months for large (> 50) events.
6. If you need a room reservation only and do not require any set-up assistance, beverages e.g. coffee or have any other event needs, you may request just a room reservation through SSTRequests@asu.edu. An Event Request form is required for an event that requires anything beyond a room reservations.

Non-SST Events
If SST is co-sponsoring an event or an SST faculty member is giving a talk outside of SST, our Communications Specialist may be able to assist with marketing and logistics, this will be evaluated on a case-by-case basis. Please note that our logo should appear on all marketing materials for events we are co-sponsoring. If SST is not directly involved in the event, our ability to assist or promote is limited.

Event Calendar
SST maintains two event calendars:
- An internal calendar on the SST intranet (https://sst.clas.asu.edu/forms)
- An external calendar on the SST website (https://sst.clas.asu.edu/news)

The internal calendar contains only information about SST. The external calendar contains SST and/or CLAS news or events. Your event will be added to the appropriate calendar after the event form is submitted and approved.
Event Marketing

For public events, once you submit your event form, it is sent to our Communications Specialist and placed into the editorial calendar for inclusion in student emails, SST Events Digest, SST social media and other communication outlets.

These communication vehicles are the primary way events are promoted, *individual emails promoting events are not sent to students, staff or faculty*. The editorial calendars are planned in advance, the more notice, the better.

**For individual lectures or stand-alone events:**
An electronic flier template is available for you to share via email with colleagues. You can find it on the intranet as a pdf, word or powerpoint document.

**For signature events:** ( Seeking Justice, Clothesline Project, Ethnic Studies Week, Human Rights Film Festival, JP Frank, etc.)
Please see our Communications Specialist at least 2 months prior to the event date to develop a marketing plan. The plan and execution will depend on available resources and time. Please note that items such as printing fliers, posters or signage will require funding.
FAQs

How do I start planning my event?
1. Review the Events Process Guide & FAQs
2. Fill out the Event Request form and forward to Shandra Daniels
3. Set up a meeting with Shandra to discuss your event.

How do I choose a date/time for my event?
When deciding on an event date, be sure to first review ASU’s Events calendar, the academic calendar, and the SST Events calendar to avoid scheduling conflicts. Then select three or four possible options to discuss with Shandra.

What if my event requires the attendance of University VIPs or important guests?
We can help with that! Let Shandra know when you meet with her so she can help plan.

How do I pay an honorarium?
You / the speaker will need to fill out the following forms:
- Departmental Professional Services Order (DPSO)
- Independent Contractor Determination Checklist
- Substitute W-9 form

More details on what to fill out and other needed information is below:

Requestor
1. Forward a copy of the completed Event Form signed by the faculty head or appropriate supervisor which notes the approved honorarium amount to Tami McKenzie. Ensure that the account to be charge is completed on the Event Form.
2. Fill out the DPSO Form
   a. Section 1: Service to be provided and public purpose justification, dates of service, # of days worked, fee or honorarium, and location where services will be provided.
   b. Section 2: Agency/Org (account) to be charged for expenses.
   c. Sections 4 & 5: All
3. Fill out the Independent Contractor Determination Checklist
   a. Section 1: All
   b. Section 2: A, B, or C
   c. Section 3: To be worked out between Requestor and Independent Contractor

Speaker / Independent Contractor
1. Fill out the DPSO form
   a. Section 1: Name, mailing address, SSN or Tax ID #, phone and fax
   b. Section 2: Expenses
   c. Section 3: Sign and date
How do I obtain parking validation for guest speakers?
At least four weeks in advance of your event date, please contact Shandra Daniels.

How do I go about purchasing airfare for my speaker?
Email complete details to Shandra so that she can purchase the ticket directly including:
1. Speaker’s name exactly as noted on their official id.
2. Speaker’s date of birth
3. Speaker’s Mobile Number
4. Preferred flights
5. An account name and number
If the speaker chooses to purchase airfare directly, use the Independent Contractors Expense Reimbursement form.

How do I book a hotel room for my speaker?
Email Shandra the length of stay and all details, and she will assist you.

Can you help me with marketing my event?
For public events, once you submit your Event Request form, it is sent to the marketing and social media team and worked into the editorial calendar for inclusion in student emails, SST Events Digest, SST social media and other communication outlets.

These communication vehicles are the primary way events are promoted, *individual emails promoting events are not sent to students, staff or faculty*. The editorial calendars are planned in advance, the more notice, the better.

For Individual Lectures or Stand-alone Events:
An electronic flier template is available for you to share via email with colleagues. You can find it on the intranet as a pdf, word or powerpoint document.

For Signature Events (Seeking Justice, Clothesline Project, Ethnic Studies Week, Human Rights Film Festival, JP Frank, etc.):
Please see the marketing manager at least 2 months prior to the event date to develop a marketing plan. The plan and execution will depend on available resources and time. Please note that items such as printing fliers, posters or signage will require funding.

How can I obtain and complete a Business Meals and Related Expense form?
You can find the Business Meals form on the SST intranet site. Once you’ve completed the form, you can turn it in to Tami McKenzie in Wilson Hall, 130C.
How do I reimburse my speaker for expenses they paid for themselves?
Please complete the Independent Contractors Expense Reimbursement form to reimburse any expenses paid directly by the speaker. An account name and number will always be needed. Please return forms to Tami McKenzie, Wilson Hall, 130C.