FACULTY EVENTS GUIDE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Submit Proposal	**Get Approval**	**Invite Speaker**	**Plan Event**	**Arrange Travel**	**Promotion**	**Host Event**	**Get Reimbursed**
Fill out the form with your speaker idea, audience, budget, and timing, then submit it on the English website. Don't invite your speaker yet - wait for approval first.	The Chair will email to discuss your audience size and event scope, then email you approval with an itemized budget. Remember, you're responsible for any costs that go over the approved amount.	Now you can invite your speaker! Once they accept, email the Events Manager to let them know.	Meet with the Events Manager via Teams to confirm your date, room, tech needs, and dinner plans. Once your date is confirmed, changes become extremely difficult.	Your speaker will book their own travel while the Events Manager handles the hotel. Remind your speaker to bring a credit card for hotel incidentals.	Your speaker sends their bio and headshot for flyers. Your event automatically gets promoted through campus flyers, social media, newsletters, and email announcements to department and college lists.	Host your event and enjoy! If you're doing the optional dinner, keep those receipts. Make sure your speaker keeps all their travel receipts too.	Submit your Concur expense report for dinner. Your speaker will submit their travel expenses in Concur as well.