



Guest Speaker Checklist

Name of Faculty Host _____ Email Address _____

Name of Speaker(s) and Title(s) _____

Speaker(s) Email _____

Speaker(s) Cell Phone # _____ Speaker(s) City _____

Date(s) of Visit _____

Purpose of Visit _____

Budget Administrator Name _____ Approval (Y or N) _____

Budget to be charged _____

*Hearst funds require approval of dept head and Elaine Files

*Other funding sources require approval of department head/budget administrator

Specific expenses charged to budget _____

Honorarium (Y/N) _____ Amount _____ *Processed when guest arrives on campus

If Lecture: date, time, location _____

Hotel reservations needed (Y or N) _____ Hotel Preference(s) _____

Dates/# Nights _____

Speaker's type of transportation to campus _____

Flight Reservation needed (Y or N) _____

If yes, travel window _____

Do you need IT assistance? (Y or N) _____ If yes, specify needs _____

Do you want the lecture to be live streamed by CommAgency? (Y/N) _____

Event publicity is handled by the Director of Strategic Communications, Steve Sampsell, sws102@psu.edu. Have you reached out to him yet? (Y or N) _____

Submit this form via email to Tammy Falls, Events Coordinator, tjf13@psu.edu.

Pre-visit Checklist (to be completed by Events Coordinator):

Non employee information form completed _____

University Scholar form completed _____

W-9 form completed _____

Hotel Name _____ Confirmation # _____

Budget/P-Card _____

Post-visit Checklist Non Employee Reimbursement for completed: _____

Honorium mailed _____ Expenses reimbursed _____