

SHPRS Event Support and Honorarium Request

Please send completed form to Rachel and/or Carrie as needed.

Has your event been [approved](#)?

Event location preference (Coor Hall, Memorial Union, Student Pavilion, Hayden Library, Computing Commons, Other. Please list your first three choices below):

Room Set Up:

Equipment Needs:

- Projector
- Microphone
- Clicker
- SHPRS table drape
- Live Stream
- Computer
- Speaker system
- SHPRS stand-up banner

Will this event be catered?

Visit: <https://sundevildining.asu.edu/catering> for Aramark menus.

Visit https://eoss.asu.edu/sites/default/files/Approved_Food_Providers_List.pdf for list of approved off-campus food vendors.

What type of promotion do you require:

ASU Events Page (only for events external to SHPRS)
Flyer
Monthly Newsletter
SHPRS social media

Honorarium Information

Speaker information:

Speaker name and title:

Speaker email:

Affiliated university, company, or agency:

Date and time of event:

Title of Presentation:

Honorarium amount:

Account Funding:

Is this guest a foreign national:

Do you need SHPRS to book airfare and hotel?

Are expenses reimbursed (i.e. taxis, personal meals, baggage fees?)