

SHPRS Event Support and Honorarium Request

Please send completed form to Yvonne Delgado.

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
SHPRS stand-up banner

Clicker
Speaker system
SHPRS table drape

Computer
Live Stream

Will this event be catered?

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

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

Promotion Requests:

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

Honorarium Information

Is this event using SHPRS event funding: _____

Funding Account: _____

Speaker name and title: _____

Speaker email: _____

Affiliated university, company, or agency: _____

Location, date, and time of event: _____ Travel Dates: _____

Title of Presentation: _____

Honorarium amount: _____

Do you need SHPRS to book airfare and hotel? _____

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

Is this guest a foreign national: _____