

SHPRS Event Support and Honorarium Request

Please send completed form to Kalani Pickhart (kalani.pickhart@asu.edu).

Event type, description, and estimated attendance:

Event Location (Coor Hall, Memorial Union, Hayden Library, Student Pavilion, Other)

Please list your first three preferences:

Room Set Up:

Will this event be catered?

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

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: _____

Title of Presentation: _____

Honorarium amount: _____

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

Is this guest a foreign national?

Do you need SHPRS to book airfare and hotel?