School of Philosophical and Historical Inquiry Events Policy 2026/2027

Contact HistoryEvents@unt.edu with any questions!

***Please note that the Events Coordinator will do their best to accommodate any event requests, but it is the responsibility of the organizer to make sure things are submitted to the Events Coordinator in a timely manner and in an appropriate timeframe for the work to be completed. Please note that due to the nature of contracts and the vast administrative complex surrounding the university, this process is sometimes slower than you think, so always allow for extra time.**

All events must be submitted by end of fall semester for spring events. By end of spring for fall events.

All classroom speakers must be submitted at the start of the semester and must be in your syllabus

School of Philosophical and Historical Inquiry Events Coordinator helps support events as outlined in this policy. Ultimately, the goal of the Events Coordinator is the help with as many departmental events as possible, to encourage extracurricular participation from our students and staff, and to highlight the achievements of our impressive faculty and department. The Events Coordinator is here to make your life easier, and to help you with events, so please bear that in mind if you're trying to organize something and need help. If you need any further assistance, or have any questions about anything event-related, please ask!

Event Dates – There are a few annual events which occur regularly throughout the year, but please check with the Events Coordinator to see if dates are available for your selected event, and we will do our best to make it happen!

Event Forms – If you'd like the Events Coordinator's help with an event, please fill out the appropriate form on http://history.unt.edu/departmental-forms, under the **Events** section, and follow the instructions on the form. To make the Events Coordinator's job easier, please submit them within the appropriate timeframe depending on the size of your event:

Type:	Minimum Time Frame:	Organizer Responsibility:	Events Coordinator Responsibility:
Events	Semester Before	Assist with getting information for the speakers, catering, event spaces, verbiage for all marketing materials, etc.	Creating the all-inclusive speaker agreement, room booking, flyers, parking, Ordering catering, mail outs, nametags, programs, and registration. The Events Coordinator can book hotels and car services for any guest speakers who need them. It is the responsibility of the guest to book their own flights, however.
Classroom Speakers For Non-U.S. citizen speakers (regardless of or size of event 90 days	Start of the semster	Collecting all information for the speaker agreements, booking rooms, book signing tables and contact with Barnes and Noble, flyers, and catering. The event organizer will need to submit a Small Event Request form and budget.	Creating all-inclusive speaker agreements.