

Guest Speaker Timeline **From the College of Arts & Sciences Dean's Office**

Please note that these are suggested times **ONLY** and that all of these offices would appreciate as much time as possible to prepare for your event.

During the planning stages

- It is suggested that you contact Beth Moran in Special Events, x-1053 / emoran@sju.edu, to check for previously scheduled events and room availability on the intended date(s).

After receiving a commitment from a guest speaker

- If your department will be paying for the guest speaker's travel and/or lodging expenses, contact Darlene Meely at x-1316 or via e-mail at travel@sju.edu.
- To book the necessary rooms and establish the room layout, contact Special Events, Beth Moran, at x-1053 or via emoran@sju.edu.
- To order the necessary computer and multimedia equipment for your event, contact ITDL at x- 1770 or via e-mail at itdl@sju.edu.
- If your event is dealing with a diversity related issue, contact the Office of Multicultural Life at x-1141, to have your event added to the Multicultural Life calendar

Six Weeks prior to posting announcements for your event

- To order large posters or ones that will require a design and/or artwork, contact the University Press at x-3400. (These posters are costly, so many departments choose to use flyers, which are less expensive and require less time to prepare).

Five weeks prior to the date of the event

- In order to publicize your event in the local media contact the Office of University Communications at x-1532.
- To invite members of the off – campus community contact, Government and Community Relations, at x-1935.

A month before the event

- For your catering needs, contact Aramark at x-1174. Remember that the final count can be adjusted up to 72 hours prior to the event.

One week prior to your mailing or posting of flyers

- To request mailing labels for on-campus faculty and staff, contact Human Resources at x-.
- It is required that all flyers be approved and stamped *PRIOR* to making copies, contact the Student Leadership and Activities Office in 212 Campion Student Center.
- To print flyers, mailers, table tents, etc. contact the Copy Center in the Barbelin Tower.

Two weeks before your event

- Submit your calendar event to the Office of University Communications for print in the *HawkEye*. Call x-1222 or submit via e-mail at hawkeye@sju.edu.
- To place an advertisement or inform the *The Hawk* of your event call x-1089 or via e-mail at thehawk@sju.edu
- To place a University Announcement on MySJU, fill out a "Post a Campus Announcement" request on MySJU.
- Submit request for funds for Honorarium checks to the Financial Affairs Office. Please observe their deadlines and have the request for the check received by the necessary date. The request for funds must include the guest speaker's name, address, and social security number.

It is also important to note that the person who hosts the guest speaker is responsible for all of these arrangements. This includes the paying of bills. If the Dean's office is financially supporting the event, the necessary funds will be transferred to the department who is responsible for the event.