**Directions for Hosting an Event on Campus**

Fill out the [Guest Speaker/Event Proposal](https://www.wku.edu/Volumes/shared/DEPT-SHARED-PC-ENG/Guest%20Speaker%20Proposal.docx) Form

Schedule a meeting with Mary. Make sure to bring the Proposal form with you to this meeting. You may email the form to Mary if that’s easier.

After your meeting, follow these steps:

1. Are you having refreshments at your event?
	1. You’ll need an estimate from Aramark. All events on campus that have food must use Aramark.
	2. Ask them to give you the most cost effective menu options that will meet your needs.
	3. Please make sure to include Mary in any communication with Aramark.
	4. Make sure Mary has the final bill from Aramark so she can get them paid.
2. Are you asking other departments to contribute funds?
	1. Please make sure to include Mary in any communication regarding funds. An email is the preferred method.
3. Are you inviting a guest?
	1. Please follow the directions for “Bringing a Guest Speaker to Campus.”