English Department Checklist for Guest Speakers or Events

Bringing a guest to campus or hosting an event is a multi-faceted undertaking behind the scenes. Please make preparations well in advance of the proposed date/event. Depending on the guest or event, the University sometimes must get approval from Frankfort.

**Directions for Bringing a Guest Speaker to Campus**

Fill out the [Guest Speaker/Event Proposal](file://localhost/Volumes/shared/DEPT-SHARED-PC-ENG/Guest%20Speaker%20Proposal.docx)

Schedule a meeting with Tomitha and make sure to bring the proposal form with you to this meeting. You may email this form to Tomitha if that’s easier.

After your meeting please follow these steps:

1. Send your guest the [W9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) and [Performance Contract](https://www.wku.edu/finadmin/forms/documents/performancecontract.pdf) for signatures.
	1. These must be returned via mail. NO ELECTRONIC FORMS are allowed. There is a university policy that prohibits forms with SSNs sent through email.
	2. Please note, YOU must fill out the Performance Contract.
	3. Please make sure the guest’s name is exactly the same on the W9 and the Performance Contract. Full legal names are recommended, nicknames are not to be used.
2. When the W9 and Performance Contract are returned, fill out the [Determination of Contractor Status Form](https://www.wku.edu/finadmin/forms/index.php).
3. After all three forms are completed: **MAKE COPIES OF ALL FORMS FOR TOMITHA**. As soon as Tomitha has these forms, she requests this person be set up as a vendor through the Purchasing Department.
4. Take the Determination of Contractor Status along with the signed W9 and Performance contract to David Lewis in the Office of the CFO, Wetherby G19 for his signature and approval.
5. He will then direct you to take the Performance contract to Jim Cummings. His office is next door to David Lewis’.
6. They will forward these forms to the Purchasing Dept.
7. The Purchasing Dept. will send your guest an email asking them to agree to become a vendor. Instruct your guest to reply to this email as promptly as possible. A lack of response will hold up the guest’s payment.
8. Once Purchasing lets Tomitha know the guest is set up as a vendor within our system, she prepares a requisition to get them paid.
9. In most cases, the check is mailed to the guest after their speaking engagement. If you require the check the day of, please state this at the beginning of the process.

**We cannot break the payment down between travel, lodging, meals, etc. Payment must be in one lump sum.**

**Directions for Hosting an Event on Campus**

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

Schedule a meeting with Tomitha. Make sure to bring the Proposal form with you to this meeting. You may email the form to Tomitha 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 Tomitha in any communication with Aramark.
	4. Make sure Tomitha 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 Tomitha 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.