

# Glasscock Humanities Working Group

## EVENT QUESTIONNAIRE

Submit completed form to  
a.elsner@tamu.edu or mail  
to 4214 TAMU.

Working group name: \_\_\_\_\_

Event contact name: \_\_\_\_\_

Event title: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Event location(s): \_\_\_\_\_

Is the Glasscock Center your sole source of funding for this event?  Yes  No

Will you be inviting a guest speaker?  Yes  No

If so, will the speaker be receiving compensation in the form of a speaker fee or travel expense reimbursement?

Yes\*  No

\*If yes, a contract is needed. The Glasscock Center will draw up a contract and send this to you with other forms needed. The contract should be sent to the speaker to sign and then should be countersigned by you and returned with all other forms to the Glasscock Center **at least two weeks before event.**

For the contract:

Amount of speaker fee: \$\_\_\_\_\_ (USD)

Amount and nature of travel expense reimbursement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of speaker: \_\_\_\_\_

Title and affiliation of speaker: \_\_\_\_\_

Address of speaker: \_\_\_\_\_

\_\_\_\_\_

If speaker is staying overnight, and you would like the Glasscock Center to arrange the stay, please include:

Name of hotel: \_\_\_\_\_

Hotel arrival date: \_\_\_\_\_ Hotel departure date: \_\_\_\_\_

Name of guest: \_\_\_\_\_

Mileage, if applicable (enter originating address and ending address): \_\_\_\_\_

Originating address: \_\_\_\_\_

Ending address: \_\_\_\_\_

[glasscock.tamu.edu](http://glasscock.tamu.edu)

THE MELBERN G. GLASSCOCK CENTER FOR HUMANITIES RESEARCH

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