**FACULTY**

**Visiting Lecturers**

Institute forms are different from Art Department forms; please make certain that these forms are as complete as possible. All guest speakers are coordinated with the Events, Acquisitions and Assets Manager (EAAM).

**ONE-MONTH BEFORE EVENT (at the very least)**

1. Complete the *Visiting Lecturer Form* (page 1) and submit.
   a. Please note if international payee in the email when submitting.
   b. Check budget
      • NOTE: Budget additional 30% for taxes on International payee
2. Submit Itinerary (Addendum A on contract – must have this to initiate contracts)
3. Request High resolution images for promotional materials
4. Discuss accommodations/travel arrangements with EAAM (if needed)

**10 BUSINESS DAYS BEFORE THE EVENT**

1. Coordinate with EAAM for reception or coffee as needed
2. Poster/advertising approved by EAAM
   a. Email to EAAM for social media
   b. Email/distribute information to appropriate departments and HSFAC
3. Coordinate lunch and dinner specifics/arrangements with EAAM
4. Obtain a Guest Parking Permit (if needed)
   a. Register guest vehicle with BU Parking service via link from Parking Services webpage

**POST-EVENT**

1. Expense Report for reimbursement (if needed)
2. Remove guest vehicle with BU Parking Services