

AY 2026-2027 EVENT SUPPORT GUIDELINES

These policies and procedures apply to all events being sponsored by the Department of Political Science. To request our support for your event, please fill out the [Event Support Form](#). The guidelines below will provide you with a breakdown of the range of work we offer. This is a living document that will likely change as we continue to learn the best ways to support you.

Thank you for ensuring that you provide us with the necessary information so we can take efficient and effective action. Filling out the form is a necessary step in our ability to provide the best support possible for your events.

If you have any questions or concerns about using these guidelines, or the event support form, please don't hesitate to reach out to [Ariel Sowers](#) for assistance. I am more than happy to set up an in-person or zoom meeting to discuss your event needs.

All event coordinators should be familiar with Northwestern's [Travel, Entertainment and Courtesy Guidelines](#), [WCAS's Entertainment and Travel Policy](#), and [University COVID guidelines](#).

- Event Support Form: <https://bit.ly/3eBjKuk>

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Action Item	For Staff	Info / Action needs from Fac/Grad Coordinator:
Communications		
Qtrly / Annual Speaker Series Newsletter & Poster Due by: start of quarter	IF info received from Fac/Grad by deadline: Staff will draft event series newsletter and poster; will send to coordinators for review and approval within 10 business days. Will distribute NL and Posters at beginning of quarter. ELSE if (missed deadline): Fac/Grad coordinators can design their own poster / newsletter. Please send all final drafts to Ariel. ELSE: Staff will only draft flyers and digital comms for individual events in the series with available information.	Submit the following information via the event support form: ☐ Event Dates ☐ Event Start/End times ☐ Speaker(s) Names & Affiliations ☐ Specify if event is planned In-Person, Hybrid, Remote w/ in-person attendees, Remote-only
Planit Purple This is the best way to promote your event to the NU community at large as these events are published on our website via the Planit Purple platform. All communications will link to the corresponding Planit Purple page for more information and zoom registration. View all Political Science Dept Events on Planit Purple Due by: > 2wks	IF info received from Fac/Grad by deadline: Events will be added to planit purple within 2-3 business days. Staff will send the link to event coordinators to approve the draft. ELSE: ☐ Events will be added to planit purple within 2-3 business days. ☐ Staff will do their best to develop a complete event description from available information. ☐ Speaker bio and profile photo will be selected from their professional website, if available. ☐ Session title and description will be listed as TBD. ☐ Zoom RSVP will require MFA/SSO (i.e., only current NU community members can attend)	Submit the following information via the event support form: ☐ Guest Speaker Bio ☐ Presentation Title ☐ Presentation Abstract. ☐ Hi-res profile photo &/or other event images ☐ If applicable, links to external websites (e.g., papers, professional pages, co-sponsors, etc.) ☐ Contact for inquiries about the event ☐ Specify In-person and virtual audiences, for instance, open to Dept Only, NU Only, all public audiences, etc. ☐ Any additional information We understand that some details may not be available when the event is first scheduled. When information becomes available, please notify us as soon as possible. We will follow up approximately two weeks before your event, if information has not been received.

Communications Cont'd

Department Newsletters Weekly Events Day before/of Reminder ABSOLUTE DEADLINE: Wed at noon, 1 week before event	IF info received from Fac/Grad: Events will be included in the weekly events newsletter. Individual event announcements and reminders will be sent out roughly 10 days, 5 days, 2 days before, and the morning of the event. ELSE: Event will not be included in the newsletter. Fac/Grad can send an email detailing the event to be forwarded to the listserv.	Submit the following information via the event support form: ☐ Guest Speaker Bio ☐ Presentation Title ☐ Presentation Abstract. ☐ Hi-res profile photo &/or other event images ☐ If applicable, links to external websites (e.g., papers, professional pages, co-sponsors, etc.) ☐ Contact for inquiries about the event ☐ Specify In-person and virtual audiences, for instance, open to Dept Only, NU Only, all public audiences, etc. ☐ Any additional information We understand that some details may not be available when the event is first scheduled. When information becomes available, please notify us as soon as possible. We will follow up approximately two weeks before your event, if information has not been received.
Single event Flyer / Poster Abstract/description not required, but if not provided, only bio will appear on flyer, etc. Due by: > 2wks	IF info received from Fac/Grad: Staff will draft event flyers / posters; will send to coordinators for review and approval within 10 business days. Will distribute flyers / posters throughout Scott Hall and with enough lead time, in other WCAS buildings like Kresge, Harris, and University Hall. ELSE: Fac/Grad coordinator can design their own poster / flyer. Please send final drafts to Ariel who will assist with hanging in Scott Hall.	
Social Media Social Media is a great way to share your event with the NU community and external audiences (like our alumni). • If you request Social Media posts, your event will be set up like a public event, without MFA/SSO security. Due by: > 2wks	IF info is received from Fac/Grad: We will craft content based on event details and post it to social media channels: Instagram, Facebook, or twitter, as specified. Unless otherwise informed, all events communications will include: • Register for zoom event at the link in our bio. • This event is not open to the public. • When available we can tag speaker and org to broadcast event. ELSE: Fac/Grad coordinator can design their own social media image, and caption copy including relevant links to event pages. Please send final drafts to Ariel for posting to social media channels.	
External Comms All zoom rooms are set up with MFA/SSO log-in credentials unless otherwise specified. Due by: > 2wks	IF info received from Fac/Grad: You will be responsible for your preferred external communications. We will ensure zoom registration settings will be open, and communication materials advertise the event is open to the public. ELSE: By default, all Political Science Zoom Events require MFA/SSO log-in credentials. If we are not informed that your event will be advertised externally, guests may not be able to attend.	
Material Distribution	We are unable to distribute reading materials ahead of your event. We can provide a line of text in each Planit Purple page and newsletter entry that directs attendees to email a designated person to obtain a copy of the reading.	Ex: To retrieve a copy of [speaker name] paper, please email [grad coordinator]. (Hyperlinked to email address.)

Guest Speaker Arrangements

Travel arrangements You can learn more about Northwestern's travel and entertainment policy here. Due by: > 1 month	IF info received from Fac/Grad: We will book flights through Key Travel, premium economy or we can set up profile on Egencia so speaker can make own arrangements, and NU will be direct billed. We will book hotel rooms, Hyatt preferred, we will direct bill. For ride-share we can purchase ride credits/vouchers. We can also reserve a rental vehicle. ELSE: Guest speakers will have to purchase their own flights, hotel accommodation, and transportation needs. We will reimburse them after the event.	Please have the guest speaker submit the following information via the NU Travel Arrangements Form: ☐ Guests may also book travel independently and seek reimbursement after travel is complete. Please note we can only reimburse economy or premium economy airfare. Contact Tricia if you have questions about other airfare classes.
Honoraria You can learn more about Northwestern's payment guidelines here. Due by: > 1 month	IF info received from Fac/Grad: Staff will manage processing payments through NU Financials.	Submit the following information via the event support form: ☐ For department events with sufficient funding, an honorarium of up to \$300 may be offered without pre-approval. For honoraria >\$300, please contact Will Reno and Stephen for authorization ☐ US resident guests need to provide us with a W9 tax form. ☐ Nonresident guests must complete a Nonresident Honorarium Packet
Restaurant reservations Due by: > 2wks	IF info received from Fac/Grad: We will place a reservation, provide a tax-exempt form, and a credit card number. PLEASE NOTE: this only applies to meals estimated to be over \$1,000. ELSE: You will be required to place a reservation, and cover meal purchases. Scan and email Tricia a copy of all receipts for reimbursement. AFTER: Please do not leave the restaurant without the receipt. Scan and email Tricia the receipt with the event name and date. If you are being reimbursed, please also include your NetID, and we will process your reimbursement as quickly as possible.	Send Ariel an email with the following information: ☐ Number of attendees ☐ Reservation start time ☐ Restaurant preference(s). Off-campus dining options ☐ Any dietary / menu considerations? ☐ Name to place reservation under ☐ Contact information for reservation (phone number)

In Person Event Support

Room & office reservation Due by: > 1 month	IF info received from Fac/Grad: We manage room reservation classroom and meeting spaces in 2001 Sheridan using 25Live. Ariel will submit requests manually to maintain clean scheduling practices for 3111, and 3228. You will be required to use 25Live for small meeting spaces: 3101, 3112, and 3221. You may continue to use the room reservation request form for office reservations for guest speakers. Preferred room not guaranteed.	Submit the following information via 25Live. ☐ Expected number of in-person attendees. ☐ Do you need any special equipment (Projector, Laptop)? ☐ Will the event be recorded &/or broadcast via Zoom?
Day of A/V support Due by: > 2wks	IF info received from Fac/Grad: Will set up remote equipment for zoom use and presentation materials. We will need to know at least a week in advance to block time. The department will provide all zoom links for both virtual and hybrid events, unless otherwise instructed. ELSE: You will be responsible for setting up your own virtual event options, assisting the guest speaker with computer set up, etc.	Submit the following information via the event support form: ☐ Expected number of in-person attendees. ☐ Restaurant preference(s) for catering options. ☐ Any dietary / menu considerations? ☐ Any special meal arrangements (i.e., catering to be served after Q+A, small group meal in another room) ☐ Will you be providing the zoom link for any hybrid events? ☐ If the session is recorded, the speaker must complete a Media Release Form.
Catering Due by: > 2wks	IF info received from Fac/Grad: We will place orders and set up food in the room. You may request a preferred restaurant and inform us of dietary preferences/restrictions. We will do our best to accommodate. ELSE: You will be responsible for purchasing your own food or snacks for your event. Scan and email all receipts, be sure to include event name, date, and NetID. Send it to Ariel for reimbursement.	Submit the following information via the event support form: ☐ Expected number of in-person attendees. ☹ ☐ Notify staff immediately if in-person activities are canceled so staff can cancel catering, open rooms, etc.
Room reservation & catering for in-person viewing of REMOTE presentations This has become a popular scenario post-pandemic, but in-person guest count is unpredictable, and catering is only offered on an exceptional basis. Due by: > 1 month	IF info received from Fac/Grad: We will do our best to accommodate your request, priority will be given to events with an in-person speaker. Please note, if your guest speaker will be in remote attendance, you must provide reasonable explanation for room reservation and catering requests.	

Virtual Event Logistics

Live Zoom support Due by: > 2wks	IF info received from Fac/Grad: AV systems will be supported by NUIT. Use the instructions provided in the classroom to contact NUIT at 847-467-7666 (7-ROOM) ELSE: You will be responsible for monitoring the waiting room and moderating the chat.	Submit the following information via the event support form:
Additional Zoom support If you or your guest speaker requests an event recording, your guest speaker must submit a signed media release form to us. Due by: > 2wks	IF info received from Fac/Grad: We will upload any recorded materials to a preferred secure site.	If you or your guest speaker would like to record your event, they will need to sign a media release form for external speakers and let us know under what conditions they will allow the video to be recorded and shared (NU audience, password protect, public, etc.).