**event support request**  Germanic Languages and Literatures

\* **Katie** will assist you with funding/honorarium/etc. ***please give details below***

\* **Michelle** will assist with travel, lodging, and reimbursements. ***give details below***

Guest Lecturer :

 name / affiliation

 email / tel. number

Proposed Date / Time :

Room / Building preference :

Lecture Title:

Lecture Blurb: *please attach to email with a medium-resolution image for publicity*

Publicity :

 [ ] Website [ medium resolution image required ]

 [ ] Flyer & Email Announcement will be produced and distributed

Please let Natascha know what your scheduling, space, and technology needs are:

Funding / travel / lodging / honorarium notes for Katie and Michelle:

Honorarium? If yes, amount: $

Travel Notes: by air by car other

To begin the T# request process, please choose one of the following options:

\* Fill out the Travel request with dates, time, destinations, expenses, etc. at etravel.osu.edu then notify Michelle (dixon.664) for review, chartfield addition, and submission for approval.

\* Or you can use this pre travel worksheet:

https://osutravel.osu.edu/wp-content/uploads/2014/12/PreTrip\_Worksheet.pdf ,
then after you fill it out email it to Michelle and she will make the T# request.

Lodging: nights:

Additional $$$ Notes: