

**DEPARTMENT OF MODERN LANGUAGES AND LITERATURES**  
**Planning and Budget Estimate Form for Guest Speakers & Events**

Return to: [gorslina@gvsu.edu](mailto:gorslina@gvsu.edu) and [okekr@gvsu.edu](mailto:okekr@gvsu.edu)

Coordinator/Contact Person: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Event Title & Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Room Requests/Dates: \_\_\_\_\_

Domestic Guest \_\_\_\_\_ International Guest \_\_\_\_\_

**EVENT PLANS/BUDGET ESTIMATE**

<b>Honorarium for Speaker</b> (For international guest, divide honorarium amount by .7 to include required taxes):	\$
<b>Airfare or Mileage</b> (miles x .54):	\$
<b>Lodging</b> (circle one : Downtown Holiday Inn \$134, Downtown Marriott \$167, Allendale Sleep Inn \$100 M-R, F-S \$110, Alumni House \$85):  Check – in date: _____ Check-out date: _____	\$
<b>Meals</b> (Per diem \$39 day, \$8.00 Breakfast, \$12.00 Lunch, \$19 Dinner):	\$
<b>Audio Visual Equipment Rental:</b>	No charge
<b>Catering</b> (\$85 hour for bar setup):	\$
<b>Advertising</b> (\$15 print/post around campus):	\$
<b>TOTAL</b>	\$

**SPONSORING DEPARTMENTS**

<b>Amount Pledged by Section:</b>	\$
<b>Other Sponsors:</b>	
1.	\$
2.	\$
3.	\$
4.	\$
<b>TOTAL</b>	\$

Further paperwork will be sent to you upon Chair's approval of event budget.

**DUE: 8 weeks prior to arrival for INTERNATIONAL guest arrival**  
**4-6 weeks prior to arrival for NATIONAL guest arrival**