

## **Ball State University**

### **Outside Speakers/Presenters (\$1000 or less)**

This is an advisory document to provide direction for those who are organizing events, class lectures, and similar activities involving an outside speaker/presenter when the arrangement involves no payment or a payment of \$1000 or less.

1. The organizer must obtain prior approval from the Dean, Provost, or area Vice President. A description, location, date, time, and cost (if any) of the engagement should be provided.
2. If the organizer would like to videotape or record the engagement for the University's future educational/non-commercial purposes, this should be planned for in advance, including receiving permission from the speaker/presenter to do so in writing (email will suffice).
3. The speaker/presenter should be informed that they should refrain from efforts to sell services and/or products to attendees for personal gain, or solicit the names, addresses or telephone numbers of attendees.
4. The speaker/presenter should be informed of the expectation that they will abide by the University's Non-Commercial Expressive Activity and Assembly on University Property policy and the Commercial Activity on University Property policy.
5. If the engagement presents security concerns anticipated in advance, or if they arise while the event is occurring, the University Police Department should be contacted.
6. For speaker/presenter arrangements involving no payment or a payment of \$1000 or less, no contract is required.
7. By organizing and hosting a speaker/presenter engagement involving no payment or a payment of \$1000 or less, the organizer acknowledges that they have read and abided by the standards in this document.