

FMS Department Event Honorarium and Co-Sponsorship Guidelines, 2024-25

All course speaker honoraria and event-co-sponsorships from the department will have a **flat rate of \$300**.

Illuminations events: the department will contribute \$300 for events organized by FMS core faculty that have received Illuminations or other external/central funding.

Faculty-initiated or co-sponsored events: the department will contribute \$300 for ONE EVENT PER FACULTY MEMBER PER YEAR in addition to FMS faculty-organized events funded by Illuminations, external funding, or course materials fees. This one event per faculty includes both FMS-initiated events and events initiated by other departments, including Illuminations events organized by non-FMS faculty. *It will be up to individual faculty to prioritize which one event they want to request to fund. External requests from other units for co-sponsorship must have an FMS faculty sponsor.*

Promotional co-sponsorship: FMS can be a promotional co-sponsor without funding for any event FMS core faculty wish to endorse. This means that the department will share emails to our students and post on social media, as well as give permission to include our name among sponsors on promotional materials. Please indicate if the target audience is undergrads, graduate students, and/or faculty.

Course materials fees: We can use course materials fees toward speakers and/or events ONLY if the speaker or event are IN CLASS or REQUIRED for the course. We cannot use course materials fees for events that are outside of class and/or optional or for extra credit only. Course materials fees can only be used for classes approved to collect course materials fees.

Course numbers that collect fees: 85, 86, 87, 101A, 101B, 101C, 101D, 101E, 110, 112, 113, 114, 115, 117A, 117B, 120A, 120B, 120C, 130, 139W, 160, 185, 190

Course numbers that do NOT collect fees: 111, 118A, 118B, 143, 144, 145, 146, 150, 151, 161, 162, 191, 192, 193, 194

FMS event marketing: for FMS-initiated events, please complete the [FMS Event Marketing Request form](#) at least 3 weeks prior to the event.

McCormick Screening Room reservations: you can scroll down to view room availability and request a room reservation on this page: <https://www.humanities.uci.edu/filmandmediastudies/mccormick-screening-room>.

Community-building and professionalizing events organized within the department or via DECADE, including socials, workshops, and the 24-hour film festival, are exempt from these co-sponsorship limits.

Please note: If particular weeks/months/quarters are overbooked with events, staff may have limited ability to assist with planning logistics, set-up, or promotion. Please consult Amy and Sylvia if you have questions about staff bandwidth. Nikki can field questions about McCormick.