

Where do I submit my proposal? Please email your completed proposal form to nlesley@ucsd.edu. Please double check the programming calendar to make sure your event does not conflict with an existing program.

How do I communicate with the committee about my proposal? For non-urgent proposal-related questions and other non-urgent communication please use the committee email address.

2017- 2018 Events Committee contacts:

Brian Cross (Chair) b2cross@ucsd.edu
Monique van Genderen (Vice Chair) mvangenderen@ucsd.edu
Fiscal Manager: Yuka Nakanishi, yuka@ucsd.edu
Events & Promotions Specialist: Nick Lesley, nlesley@ucsd.edu

Event Committee Funding Proposal (2017-18)

Today's date:

Group/initiative/individual applying for funding:

Lead faculty:

Project convener(s) and main contact [primary student organizer(s) who will oversee and perform main tasks]:

Main contact:

Type of event (e.g., artist talk, scholar talk, seminar, lecture, workshop):

Visitor name(s) and job or area affiliation (such as "LA artist" or university/department):

Event title (simple descriptive, such as "artist's talk," or thematic):

Proposed event date(s) and length of event.

Proposed location (check one)

Visual Arts Presentation Lab at the Structural and Materials Engineering Building (SME), Room 149

Visual Arts Gallery at the Structural and Materials Engineering Building (SME)

Visual Arts Facility, Performance Space

Visual Arts Facility, Gallery

Other:

Anticipated participants (closed group, or open to department, university, or general public; by RSVP or open; small seminar or large lecture hall capacity, etc.)

Reception or meal plan (if any, itemize in budget):

Other sponsors asked/to be asked for additional funding or co-sponsorship (please be as specific as you can about totals requested and status of requests):

Photographer who has agreed to document event for the department (indicate if unknown at this point):

Do you or does someone in your group know the proposed speaker, or is the speaker not personally known by anyone? Has anyone floated to the proposed speaker your interest and if so what is their availability?

Provide a Bio of the artist and explain why they should be invited to the program:

SAMPLE EVENT BUDGET

Your event name:

HOTEL:

TRAVEL:

HONORARIUM:

Details:

FOOD:

OTHER:

TECHNICAL NEEDS: \$

Details:

TOTAL:

SAMPLE EVENT PROGRAM TIMELINE (for proposals awarded funds)

After you are notified of support:

Check date availability Check the department's [internal planning calendar](#) again for any scheduling conflicts that may have emerged. Check back periodically as you confirm with your speaker, and up until the event. Consult with Nick Lesley and the committee GSR if it looks like there might be a significant conflict once your event is on the calendar.

Formally invite your funded speaker(s) in an email, proposing a topic or type of commitment(s), the proposed possible date and duration and/or tentative plan of the visit you are proposing (for example, a full lecture, or a short panel talk? 2 hours, or a full day? A panel talk or lecture during a 2-day conference which you hope they will be able to attend all of, or which they might opt out of?). Also note the travel, lodging and honorarium, such as "In addition to covering travel and [one/two nights, as the case may be] of hotel accommodation, the Visual Arts department is able to offer you a modest stipend of \$XXX." If there are multiple people being invited for the same event, you may also want to fill the visitor in on who who has been invited and who has confirmed.

Make space reservations If your event turns out to be something that outgrows its initially booked space, then change your reservation, and please notify Nick right away about the location change, so he can change publicity details.

Travel and accommodation Work by email with your speaker and Yuka to determine travel and hotel needs and make reservations. Make sure that you, your speaker, and Yuka are all on the same page concerning details such as flight arrivals/departures, SD airport transportation or campus parking arrangements, number of overnights needed, and whether there are any hotel accommodation needs (such as an accessible room). La Jolla Shores and Del Mar Inn are good options. Also, be sure to ask your speaker if they need any access accommodations (such as an accessible hotel room or access support for their campus visit).

Ask your visitor(s) by email for their preferred personal title and affiliation; a short bio; a talk or lecture title and abstract, reading pdfs and/or permission to share readings; and an image(s) for publicity. If you download a bio, readings, and/or images from the web, check with the person directly to make sure it is what they want you to use. Bios change, and your speaker may want to highlight one aspect of overall work rather than what you selected. What you find on the web may not be updated. If you can't get this info from the speaker because they don't respond, then at least try to get their approval on what you download, or try to fact-check it with someone who knows the speaker's current work. Send these items along with the date, time and place to Nick when you have it all fact-checked.

About a month in advance of the event:

Order tech support and campus/event accommodation Ask your visitor what kinds of tech and/or accommodation needs they have for their talk. Contact the appropriate staff to order tech and support well in advance of the event. Adjust your budget in consultation with Yuka and the GSR if there is unexpected cost involved.

Payment documents Get your visitor to return the completed Honorarium Payment Request and W-9 forms that were sent to you when your proposal was approved. If you forward these forms to Yuka prior to a month before

the talk, it is more likely that the honorarium check can be ready when the visit occurs rather than mailed to the visitor later.

Publicity If given enough notice, Nick will work with you to send promotional material to the department and the broader relevant campus and community entities. Give Nick this info as soon as you have it and let him know right away if you anticipate any changes, so he can send out notices and updates:

- Visitor(s) name and preferred titles (check spelling and accuracy)
- Date, time and location of the event
- A short current bio of the visitor(s) involved, preferably one sent or approved by him or her
- A short description or abstract of the event and/or talk(s), preferably sent or approved by the visitor
- An image or two (400x400 pixel) representing the work and/or the person
- Open to the department, the public, or limited (to which groups)?
- Recommended departments/groups on and off campus to which to promote the event

Make a specific day of event work plan Confirm who will be covering organizer tasks such as placing catering orders and determining who can be present to meet the caterer, who will request, copy and post readings, who is driving or greeting the speaker on campus, who is introducing the talk and hosting/paying for the dinner (requires a credit card and financial ability to wait for reimbursement). Share those details among your whole organizing team, so everyone can schedule their week and day of the event without a last-minute scramble. Share phone contacts with your committee.

A week before the event

Confirm publicity If you send Nick your final event info (listed above) at the very latest on the Wednesday before your talk, he can add it to the weekly Visual Arts Department Announcement.

Make and send a speaker itinerary if the event involves a lot of people, so the speaker is not stranded or confused about who he or she is driving with. Put on this speaker itinerary all relevant cell phone numbers, especially those attached to people providing airport and hotel rides or greeting on arrival at campus. Send the speaker this itinerary and/or a contact list. Copy everyone whose name appears on the itinerary so they know what they are signed up to do, and so the speaker can get a prior glance at names on the

list before meeting many new people all at once, and can consult the list later to thank you and follow up.

Event tasks review Review and update organizer tasks such as who will be present to meet the caterer, who will copy and post readings, and so on. Share those details among your whole organizing team, so everyone can schedule their day without having to find coverage at the last minute.

During the event

Make an active event guest sign-in sheet, including departmental or organizational affiliation. Also, it is important to have your designated photographer(s) document the event.

During the week after the event

Submit a completed Supply Reimbursement Form and any receipts for reimbursement with a list of who attended the meal or event associated with the costs to Yuka. All reimbursements receipts and forms must be turned in no later than one week after the event.

Submit photographs from the event along with a short account of how many people attended (and from which departments), along with any other interesting details you might want to mention to Events & Promotions Specialist Nick Lesley. Documentation of your event helps make our events visible among members of the department who could not attend, and to communicate about them to the public. It is also useful material for the department to draw from in reporting its use of budget funds to the university, as a basis for justifying continued resources for event funding.

Students: Add the event to your resume or CV with yourself as Event Convener or a similar title.