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| **EXTERNAL AFFAIRS VICE CHANCELLOR’S OFFICE USE ONLY. DO NOT COMPLETE THIS BOX.** | | | | | |
| **Vice Chancellor’s**  **Signature:** |  | **Submitted to Select…:** | Select… | **Exec. Briefing Due:** | Select… |
| X | **Speaking Engagement Form Due:** | Select… | **Final Documents Due:** | Select… |
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| F:\UCLA Brand\Print UCLA Logos\print-boxed-logotype-jpg\ucla-box-blu-rgb-1h.jpg | **ATTENDANCE REQUEST FORM**  Use this form to request Chancellor Block, Mrs. Block and/or Executive Vice Chancellor and Provost Waugh for an event. To accommodate your request, submit required information below to [Rhonda Wade, External Affairs Director of Internal Operations](mailto:rwade@support.ucla.edu). Requests sent directly to the Chancellor’s Office will be returned. |

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| ATTENDANCE REQUEST | | | |
| This request is for: | Select… | **Role:** | Select… |

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| EVENT INFORMATION | | | | |
| Name of event: | … | | | |
| Day of Week & Date(s): | … | | **Start time of event:** | … |
| Type of event: | Select… | | **End time of event:** | … |
| Location: | … | | **Time he/they should arrive:** | … |
| Number of invitees: | … | **Anticipated attendance size:** | … | |
| Audience composition: | … | | | |
| Event objective: | … | | | |

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| REQUIRED APPROVALS | | |
| Is this an event related to the Centennial Celebration? | | Select… |
| Is this a fundraising event? | | Select… |
| Are you requesting the Chancellor’s Residence for this event? | | Select… |
| Are you requesting to invite the UC President and/or UC Regent(s)? | | Select… |
| Will the Chancellor, Mrs. Block, and/or EVC/Provost be on event marketing materials? (Invitations, websites, programs, awards etc.) | | Select… |
| Will they be noted as hosting this event on marketing materials? | | Select… |
| If they are co-hosting, indicate with whom: | … | |
| IF YES IS SELECTED FOR ANY OF THE ABOVE, ADDITIONAL APPROVALS ARE REQUIRED.  FOR APPROVAL INSTRUCTIONS AND CONTACT PERSON(S): www.specialevents.ucla.edu/guidelines.html | | |

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| STAFF LIAISON AT EVENT | | | |
| Name & Title: | … *(SENIOR STAFF PERSON WHO WILL STAFF CHANCELLOR, MRS. BLOCK AND/OR EVC/PROVOST WAUGH FOR DURATION OF EVENT)* | | |
| Department: | … | **Phone (work):** | … *(xxx) xxx-xxxx* |
| Email: | … | **Phone (cell):** | … *(xxx) xxx-xxxx* |

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| BRIEFING PREPARER | | | |
| Name & Title: | … *(PERSON RESPONSIBLE FOR SUBMITTING EXECUTIVE BRIEFING TO RHONDA WADE, DUE 10 DAYS PRIOR TO EVENT)* | | |
| Department: | … | **Phone (work):** | … *(xxx) xxx-xxxx* |
| Email: | … | **Phone (cell):** | … *(xxx) xxx-xxxx* |

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| YOUR INFORMATION | | | | |
| Name & Title: | … | | | |
| Department: | … | **Phone (work):** | … *(xxx) xxx-xxxx* | |
| Email: | … | **Phone (cell):** | … *(xxx) xxx-xxxx* | |
| Division/school: | … | **VC/Dean/AVC:** | … | |
| I confirm this request was approved by the requesting division Vice Chancellor or AVC, or school’s Dean. | | | | Select… |
| Division or school that is financially responsibility for event expenses: | | … | | |
| I agree to contact [Rhonda Wade](mailto:rwade@support.ucla.edu) (x60601) immediately if event is cancelled or event details change. | | | | Select… |