

Attendance Requests~ All requests must be submitted on the attached forms. Every effort should be made to submit your request 90 days in advance of your preferred date or timeframe. If this is not feasible, please notify Cindy Turcios or Nancy Lumsden immediately. Calendar Request forms are also available on the Island website, via the Special Events & Protocol link or by contacting Cindy or Nancy. Your request may be submitted via email or in writing, as follows:

- **All Development requests to:**
Cindy Turcios (x 4-2371)
Development Events
10920 Wilshire Suite 1400
159048
cindy@support.ucla.edu
- **All other External Affairs requests to:**
Nancy Lumsden (x 6-0601)
Office of the Vice Chancellor
2224 Murphy Hall
140501
nlumsden@support.ucla.edu

Attendance requests sent directly to the Chancellor, the EVC or the Athletic Department will be returned to you, unless prior arrangements have been made with the Vice Chancellor, External Affairs.

Approval~ All requests must be approved by the appropriate AVC prior to being submitted, and are subject to review by the Vice Chancellor, External Affairs. Please allow as much time as possible for review and approval of your request. Copying your AVC on the e-mail to Nancy or Cindy and inserting the AVC's e-mail address on the signature line of the form will serve as confirmation of his/her approval.

Confirmation~ You will receive email confirmation of the status of your request. If your request is confirmed, your email will include the templates for printed material, briefing and remarks. Please read this information carefully.

The Residence~ Use of The Residence as a venue must have the Chancellor's approval. Please allow additional time in your planning for this review, and be prepared with an alternative venue. The Residence is only available for events hosted by the Chancellor and/or Mrs. Abrams.

Printed Materials~ Use of the Chancellor's, Mrs. Block's or the EVC's name on printed material requires their approval. Please see the Printed Materials Template for details.

Briefing materials~ A briefing with cover memo is prepared for each event by the sponsoring unit. Please see the Briefing Template for details.

Remarks~ Preparation of remarks for the Chancellor, Mrs. Block or the EVC are under the aegis of the Office of Executive Communications. Please see the Remarks Template for details.

Athletics~ All EA event requests for the Athletic Director, and the Head Coaches for football and basketball must be submitted on the Athletics EA Event Request Form, must have your AVC's approval and are subject to review by the Vice Chancellor, External Affairs. Requests sent directly to the Athletic Department will be returned to you. You will receive a email confirming the status of your event.

It will not be necessary to provide briefing material for the Athletic Director or the Head Coaches. Advanced approval is required, however, if you wish to use their name(s) on printed material connected to your event, or if your request includes remarks. Please contact Treena Camacho at extension 66387 directly in this regard and allow time in your planning to accommodate this requirement.

UC Regents~ If you plan to include a member or members of the UC Board of Regents on your guest list, please contact Susan White in the Office of Special Events and Protocol, x48612, who will inform the Secretary of The Regents, and provide you with information on protocol involving The Regents.