



ATHLETICS Attendance Request

DUE 90 DAYS BEFORE EVENT

BACKGROUND: The participation of Athletic Director Daniel Guerrero, Head Football Coach Karl Dorrell and Head Basketball Coach Ben Howland must be coordinated through the Vice Chancellor's Office for all External Affairs events, meetings and other activities.

QUESTIONS/SUBMIT TO: Nancy Lumsden (x 6-0601), Office of the Vice Chancellor, External Affairs, 2224 Murphy Hall, 140501 **90 days before the event or meeting** or via e-mail to nlumsden@support.ucla.edu. **DEVELOPMENT REQUESTS** to Cindy Turcios (x 4-2371) UCLA Wilshire Center Ste 1400, 159048.

DIRECTIONS: Please complete all sections of this form; use attachments if necessary. Submit multiple dates or months in which the event may take place, if possible. Use the [TAB] key to move to the next field; double-click mouse on check boxes to select

UCLA EXTERNAL AFFAIRS ATTENDANCE REQUEST – FOR ATHLETICS
Athletic Director– Head Football Coach – Head Basketball Coach

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|---|
| Date Received <i>(OFFICE USE ONLY)</i> |
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|--|----------------|---|---|----------------------------------|
| Event Name | | | | |
| Event Date(s) or Timeframe | Day(s) of Week | Begin & End Times | # of guests invited | Approximate # of guests expected |
| Location | | Attire | | |
| Goals/objectives of event and format (dinner, reception, lecture, etc.) | | | | |
| Describe the audience, including honorees, VIPs, or key constituents | | | | |
| Attendance is requested for: | | | Please indicate the staff liaison at the event? | |
| <input type="checkbox"/> Athletic Director <input type="checkbox"/> Head Football Coach <input type="checkbox"/> Head Basketball Coach | | | | |
| Remarks requested: <input type="checkbox"/> Yes <input type="checkbox"/> No To be delivered by | | | | |
| Requestor name: | | Campus Extension: | | Fax #: |
| Campus Address: | | E-mail: | | |
| Requesting division: | | x _____ Associate/Assistant Vice Chancellor Approval | | |
| <input type="checkbox"/> Alumni Association <input type="checkbox"/> Development <input type="checkbox"/> Govt. & Community Relations <input type="checkbox"/> Vice Chancellor's Ofc. <input type="checkbox"/> University Communications | | | | |

OFFICE USE ONLY

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|-------------------------------------|---|
| X _____ Vice Chancellor Approval | Athletic Director <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend |
| Comments | Head Football Coach <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend |
| | Head Basketball Coach <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend |

Contact Nancy Lumsden x 6-0601 or Cindy Turcios x 4-2371 immediately if event is cancelled or date(s) are changed