

Please note **DEADLINES**. (all refer to calendar days)

PARTICIPATION CRITERIA	<p>Before you request participation of the Chancellor, Mrs. Block or the Executive Vice Chancellor, consider the following criteria and be prepared to discuss with your AVC:</p> <ul style="list-style-type: none"> ✓ What University objective does their involvement achieve? ✓ Does this represent the best use of their time? ✓ Do the size and composition of the audience create a strategic opportunity to deliver a particular message? (Does the activity provide broad exposure to an important audience?) ✓ Are there other UCLA leaders who could fulfill this role?
REMARKS	<p>If the Chancellor, Mrs. Block or the Executive Vice Chancellor will deliver prepared remarks at your event, ample advance notice is required for remarks to be written and approved. Mary Daily (x50827) will meet with you in person or on the phone AT LEAST 21 DAYS BEFORE YOUR EVENT. Be prepared to discuss:</p> <ul style="list-style-type: none"> ✓ Program focus or theme ✓ Specific points or messages to be included ✓ Who will provide the introduction for the Chancellor, Mrs. Block or the Executive Vice Chancellor ✓ The length of time Chancellor or Executive Vice Chancellor will speak ✓ Whether there will be a question and answer session at the end of the remarks
BRIEFING MATERIALS	<ul style="list-style-type: none"> ✓ <u>Briefing materials</u> must be submitted 10 DAYS PRIOR TO YOUR EVENT to Nancy Lumsden (x60601) Please read the guidelines attached to the template and contact Nancy for assistance.
APPROVALS REQUIRED	<ul style="list-style-type: none"> ✓ <u>FUND-RAISING EVENTS</u> – In the earliest stages of planning and prior to any public announcements, fund-raising events that bear the UCLA name must be approved by Vice Chancellor Rhea Turteltaub (x60601). ✓ <u>EVENT MATERIALS</u> – Invitations and other printed materials that include either the Chancellor's, Mrs. Block's or Executive Vice Chancellor's name must be submitted to Tricia Lippert in Special Events and Protocol (x48604) for review by the Chancellor's Office. ✓ <u>UC REGENTS</u> – Notify Susan White in the Office of Special Events and Protocol (x48612) if you would like to invite any members of the UC Board of Regents. ✓ <u>THE RESIDENCE</u> – The Chancellor must approve requests for the use of The Chancellor's Residence. Allow additional time for review and identify an alternate venue in case The Residence is unavailable. The Residence is only available for events that are hosted by the Chancellor.
ATTACHMENTS	<p>If any of the following that are applicable and available at the time of your request, please check the box and attach to the form when you submit it.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tentative program <input type="checkbox"/> Draft printed materials <input type="checkbox"/> Guest list categories <input type="checkbox"/> Brief biographical information about any dignitaries involved <input type="checkbox"/> Event funding information <input type="checkbox"/> Plans for security (if required)
SUBMISSION	<p>Fill out the attached form completely. Incomplete forms will delay consideration of your request.</p> <ul style="list-style-type: none"> ✓ Development requests - forward to Cindy Turcios for internal review and prioritization by the Development senior staff. Cindy submits requests on behalf of Development. ✓ All other EA requests - submit to Nancy Lumsden.
NOTIFICATION PROCESS	<p>You will receive confirmation from Nancy Lumsden, either by telephone or e-mail, when a decision has been made on your request.</p>
QUESTIONS or CHANGES?	<p>Development requests Cindy Turcios, Development Events, x42371, CindyT@support.ucla.edu</p> <p>All other requests Nancy Lumsden, External Affairs, x60601, NLumsden@support.ucla.edu</p>