

SSHA Instructional Event Request

Upon completion of this form, please save the document with the title and date of the event or guest's visit and email the form and any additional information regarding this event to ssha.seminars@ucmerced.edu. **Please take note of the deadlines listed in red the upper right corner.** All requests submitted after the deadlines require Dean approval and should be sent to Christine Howe (chowe2@ucmerced.edu) and CC ssha.seminars@ucmerced.edu for the Dean to review. Approvals of late requests will be rare; if approved, they will be processed both in the order they are received, and by priority, taking into consideration capacity and date of the event. Additionally, when requesting these accommodations, please note the anticipated processing times listed in *blue* for various event-related requests.

SSHA host:	Department:
Funding source:	
Additional sponsorships <i>(if applicable):</i>	
Total budget <i>(itemized below):</i>	
Date of event:	Time of event:
Title of event:	
Business justification*:	
<i>* How this event or guest benefits the University. A business justification is required for all coordination that incurs fees/expenses.</i>	

VISITING GUEST *(funding source required)*

Visitor's name:

Visitor's email:

Visitor is traveling from:

Honorarium: *(U.S. citizens: 2 weeks, Non-U.S. citizens: 4+ weeks)*

No

Yes \$

U.S. citizen

Non-U.S. citizen

Please mark all accommodations you and your guest will need assistance with. Additionally, providing an approved **budget** for each item is required in order to move forward with processing this request.

Flight: *(4 weeks)*

Budget:

Please work with your guest and send flight details or a screen shot of your guest's preferred flight.

Hotel (please list hotel preference): *(3 weeks)*

Budget:

UC Merced receives discounted rates at local hotels ranging from approximately \$100 -\$150 per night.

Rental car: *(2 weeks)*

Budget:

UC Merced receives discounted rates (including insurance) of approximately \$35/day or \$176/week.

UC Merced parking: *(2 weeks)*

Budget:

Select preferred parking lot: Lake Lot Le Grand Lot Library Lot

TAPS charges \$8/space/day for reserved parking space with signage included.

Travel reimbursement documents (policies, form, mailing information):

Budget:

Please account for meals, baggage, additional travel expenses, etc.

If left blank, your guest will NOT receive these documents.

Entertainment reimbursement documents:

Budget:

For Faculty to request reimbursements for incurred expenses related to a guest's visit.

ON CAMPUS ROOM RESERVATION (2 weeks)

Need a reservation:

- Event date: # of estimated guests:
- Preferred location(s):
- Reservation start time (please include time for set-up):
- Reservation end time (please include time for tear-down):

Reservation already confirmed (for advertisement, catering delivery, etc. purposes):

- Event date: Confirmed location:
- Event start time: Event end time:

Additional Requests: (3 weeks)

Budget:

Please list any additional accommodations that you may need for your event or room reservation below. A facilities request may need to be completed for assistance with set-up or tear-down of an event, rental of tables, chairs, podium, tablecloths, projector or other equipment. Facilities Management fees for these types of services generally range from \$0 - \$500.00 but may be more depending on the request.

ADVERTISING (2 weeks)

SSHA Instructional Services can create flyers, post advertisements on campus, and send out Happenings announcements for Instructional Events.

Create flyers

Post flyers (created by Instructional Services or provided by host) **Posting Date:**

Post Happenings announcement **Posting Date:**

If you would like advertising for your event, please fill in the following information as you would like it presented on the advertisement to **ssha.seminars@ucmerced.edu**:

- Event date: - Event location:
- Event start time: - Event end time:
- Event title:
- Details of event:

- Department/program hosting (*if applicable*):
- Biography (*if applicable*):

- Picture/logo (*if applicable, send as attachment*):

ADDITIONAL ACCOMMODATIONS (funding source required)

Please include in your email any specific details that you can provide at this time, and someone from ssha.seminars will follow up with any additional questions.

Bus travel: (4 weeks)

Catering: (2 weeks)

*For special requests not listed on this form; please contact **ssha.seminars@ucmerced.edu**.*