



DEAN'S CALENDAR REQUEST FOR ATTENDANCE AT MEETINGS & EVENTS

Please review the following steps if you are requesting the Dean to attend, and/or speak at an event.

I. Before scheduling the event, speak with a member of the Dean's Office staff to confirm the Dean's availability.

- Lynn Tamayo, Executive Assistant to the Dean, tamayo@usc.edu
- Felicia Harris, Administrative Assistant II, feliciah@usc.edu
- Samantha King, Front Office Coordinator, samantlk@usc.edu

Indicate if your organization is requesting a contribution (donation) from the Dean toward the costs of the event. And if so, in what amount? _____

II. After the event has been scheduled, re-confirm the Dean's attendance.

III. **Submit this form to the Dean's Office at least two (2) weeks before the event.**

Please attach a separate sheet if additional space is needed.

III. Name of Event: _____ Date of Event: _____

Purpose of Event: _____

Organization/Group Sponsoring Event _____

Organization Officers (Names and Titles): _____

Planners/Organizers of Event (Names): _____

Contact Person - prior to event : Name: _____ Phone: _____ E-Mail: _____

Contact Person - at event: Name: _____ Phone: _____

Is there a registration/reservation fee? Yes No Amount \$ _____

Pay at Door Pay in advance? If so, to whom? _____

Does the Dean need to prepare any documents in advance? Yes No

If yes, please explain: _____

IV. Would you like the Dean to speak? Yes No

At what time? _____ Length of Speech: _____ min. Topic: _____

How will she be prompted to begin speech? _____

Will the Dean be presenting (award, plaque, certificate, gift, etc.)? Yes No

If yes, what? _____ To whom? _____

Location/Address of Event: _____

Please provide written directions from USC: _____

Type of Event: Indoor Outdoor

Parking: Pay Valet Self-Park

Location of parking lot if not adjacent to event location: _____

Time of Event: Beginning: _____ AM / PM Ending: _____ AM / PM Dean's Arrival Time: _____ AM / PM

If the Dean has another obligation immediately following your event, what time would be appropriate for her to depart? _____ AM / PM

Will a meal be served? Yes No If so, at what time? _____ AM / PM

If there is a separate reception, at what time? _____ AM / PM

Attire: Business Business Casual Business Evening
 Casual Evening Other _____

Who will greet the Dean upon arrival? _____

Number of attendees expected: _____

Who is expected to attend? Students Faculty Alumni Community Reps
 Donors Staff Other _____

Thank you very much for taking the time to complete this form.

FOR OFFICE USE ONLY

Received by: _____

Date Received: _____