

Gevirtz Graduate School of Education – Event Form

Faculty Name: _____

Event Name/Title: _____

Event Date(s) and Time(s): _____ **Expected attendance:** _____

Purpose: _____

Funding source for event: _____

Other departments/campus entities involved: _____

Community organizations/groups involved: _____

GGSE Resources Required for Event

Room Reservation(s) and Building Access

Will the Board Room or Terrace be used for the event? Yes No
Will space need to be accessed after-hours? Yes No
Please provide details on after-hours access: _____

For off-site event, please indicate location: _____

Food/Catering

Will food be served at the event? Yes No
If food is being served, and there are 25 or more guests, please indicate caterer _____
If UGen Catering is not the caterer being used, has a Catering Permit been secured? Yes No

Technology

Please describe what type of technology is desired for the event (GGSE guest accounts, wireless access, video conferencing, dedicated consultant support, etc.) _____

Transportation

Will directional signage be required for the event? Yes No
Will parking permits be required for the event? Yes No

Publicity

Please describe what type of publicity is desired for the event (press releases, marketing materials, social media, etc.) _____

Staff Administrative or Event Support

Please describe what type of administrative or day-of event support is desired for the event _____

***Please complete and return to Dorothy Satomi at least four weeks before the start of the event.
If your event is less than four weeks away, please contact Dorothy to discuss options
(dorothy@education.ucsb.edu, x5492).***

Event Reference Sheet

EDUCATION BUILDING ROOM RESERVATIONS

- Contact Cora Danielson
 - cora@education.ucsb.edu, x2137

EDUCATION BUILDING ACCESS (after hours access to bathrooms, boardroom, etc.)

- Contact Amy Meredith for advice or more information, if needed
 - amyh@education.ucsb.edu , x2137

FOOD/CATERING (food/catering and/or alcohol to be provided)

- Please visit: <http://www.ehs.ucsb.edu/riskmanagement/catering-services>

TECHNOLOGY (GGSE guest accounts, wi-fi access, video conferencing, etc.)

- Contact ITG for advice or more information, if needed
 - help@education.ucsb.edu, x8031

TRANSPORTATION (parking permits and/or signage)

- Please visit: <http://www.tps.ucsb.edu/guest-services>

PUBLICITY (press releases, marketing materials, social media, etc.)

- Contact George Yatchisin for advice or more information, if needed
 - george@education.ucsb.edu, x5789

STAFF SUPPORT (event support, administrative support, etc.)

- Contact Dorothy Satomi for advice or more information, if needed
 - dorothy@education.ucsb.edu, x5492