**RGRLL Intellectual Events Reservation Procedures**

When planning an Intellectual Event/Conference, please review the following information and provide preliminary event information and an estimated budget for planning purposes.

It will be the faculty member or appointed representative’s (graduate student) responsibility to obtain the required help needed; to understand the scope of responsibilities and to follow through with providing all the necessary forms and information to the RGRLL Adm. Support Coordinator in a timely manner.

**Forms to be completed:**

1. Preliminary Intellectual Events Request Form
2. Intellectual Event/Conference Budget Form
3. Program Itinerary

**\_\_\_\_\_ A**. Complete the **RGRLL Preliminary Intellectual Events Request Form**

**\_\_\_\_\_ B.** Attach the **Intellectual Event/Conference Budget Form** listing all the following budget information:

1. Event/Conference Name:
2. Faculty Member/Appointed Representative:
3. Estimated Budget Total:
4. Location(s) of event:

***(If requesting RGRLL Conference Rooms AS-384/385, Karl Anatol Center AS-119, CSULB Pyramid or other CSULB locations, please email Danielle and Alessandro directly)***

1. Revenue support funding: Providing support documentation and amount.
   1. Provost
   2. Deans Office
   3. Other Academic Depts.
   4. RGRLL
   5. Consulates
   6. Grants
   7. Registration revenue, etc.
   8. Other
2. List expenses:
   1. Postage for mailings
   2. RGRLL in office copying costs (large events/conferences will require a separate copy code for billing purposes.
   3. Print shop (posters, programs, etc)
   4. Honorariums – indicate if speaker is a citizen or foreign national in notes (additional forms need to be completed if foreign national).
   5. Travel for guest speakers (Global Travel) – if reimbursing guest speaker with University funds, will need to complete travel Request 30 days before travel occurs for domestic and 40 prior to travel for foreign.
   6. Insurance (travel or off site event if needed)
   7. Hospitality/food/catering – Must have itemized receipts (State funds will not pay alcohol) review hospitality policy. May need contract for large events.
   8. Graphic Art Design fees (may need CSULB contract)
   9. Hotel accommodations’ for event or guest speakers, etc. (may need contract for large event)
   10. Supplies – Bookstore Office Max, etc. Paper, binders, name tags, pens, etc.
   11. Parking requirements - Requests submitted online
       1. PROVIDE GUESTS NAME AND EMAIL TO ALESSANDRO NO LATER THAN 3 DAYS IN ADVANCE
   12. Entertainment – may need CSULB contract
   13. Audio Visual/technology requirements and equipment
   14. Advertising
   15. Miscellaneous – guest t-shirts, gifts, tote bags, etc.

**\_\_\_\_\_ C.** Complete the **Program Itinerary Form**.

**\_\_\_\_\_ D.** Submit all 3 forms to the department Adm. Support Coordinator for the Chair’s approval:

* Preliminary Intellectual Events Request
* Intellectual Event/Conference Budget
* Program Itinerary

**\_\_\_\_\_ E.** Event/Conference flyer to be submitted to RGRLL (Danielle and Alessandro) for posting, website and documentation.

**\_\_\_\_\_ F.** Petty Cash reimbursements for $50.00 or less, with itemized receipts, can be processed using the Petty Cash Disbursement voucher form, approved and presented at Cashier’s Office in BH 148.

**\_\_\_\_\_ G.** At the conclusion of the event, a Funding/Expense Analysis can be prepared based on the event documentation. Please contact Alessandro if this something that you will need at the end of the event.

**PRELIMINARY INTELLECTUAL EVENTS REQUEST**

Seal Master

**DEPARTMENT OF RGRLL, CSULB**

**AY 2016-2017**

**The Department will attempt to set aside money in 2016-17 for Intellectual Events as soon as we have a final budget for the year. Please complete this form and the Intellectual Event/Conference Budget form and Program Itinerary and give it to Alessandro Russo as soon as you know your request for support.**

**Please refer to the RGRLL Intellectual Events Procedure for further information.**

Also note that events likely to be prioritized include: (1) Those open to a wider public than just one class or program; (2) Co-sponsored events.

**Responsible Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appointed Grad Student Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expected attendance: \_\_\_\_\_\_\_\_\_**

**Estimated budget: Please complete the attached “Intellectual Event/Conference Budget Form” and Program Itinerary form for details in planning purposes.**

**Co-sponsors: List program/dept. and amount. Please attach email of support commitment.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total amount requested from RGRLL: $\_\_\_\_\_\_\_/ Purpose of funds:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date submitted to RGRLL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department approval stamp / signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval Amt:\_\_\_\_\_\_\_\_\_\_**

**To coordinate an event/conference, it is your responsibility to meet with the RGRLL Adm. Support Coordinator and communicate all event needs in a timely manner. There are many procedures and forms which must be followed and completed for timely payment, etc. If using Foundation funds, please allow for enough advance time for contracts, etc.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RGRLL Intellectual Event/Conference Budget Form**  **Event/Conference Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
| Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Comments: | | | |  |
| Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | | |  |
| Appointed Coordinator(Grad Student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Estimated Budget Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | | |  |
| Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | | |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Ref #** | **Description** | **Income** | **Expense** | **Balance** | **Notes** | **Rec** |  |
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**RGRLL Intellectual Events/Conference Program Itinerary**

|  |  |
| --- | --- |
| **DAY 1 -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Day, Date)** | ***Location and times if applicable*** |
| ***Description of days’ events.*** |  |
| **DAY 2 -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Day, Date)** | ***Location and times if applicable*** |
| ***Description of days’ events.*** |  |
| **DAY 3 -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Day, Date)** | ***Location and times if applicable*** |
| ***Description of days’ events.*** |  |
| **DAY 4 -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Day, Date)** | ***Location and times if applicable*** |
| ***Description of days’ events.*** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Name of Event/Conference)**