

CALENDAR REQUEST FOR DEAN'S ATTENDANCE AT MEETINGS & EVENTS

I. BEFORE SCHEDULING EVENT

Contact Alejandro Maldonado: armaldon@usc.edu, 213-740-8311

- Confirm the Dean's availability
- Ask that a hold be placed on the Dean's calendar for your date & time.

If Alejandro is not available, please email: sswdean@usc.edu

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

Submit this form to the Dean's Office at least three (3) weeks prior to the event.

II.	CONTACT Your name & contact information, or name & contact information of person coordinating event:					
	Name:	Phone:		Email:	_	
	Contact Person - at event:	Name:		Phone:	_	
III.	EVENT					
	Name of Event:		Da	ate of Event:		
	Time of Event: Beginning:	Ending:	D	ean's Arrival Time:		
	If the Dean has another obligation i	immediately following	g your event,			
	what time would be approp	oriate for her to depa	rt your event?			
	 Provide timeline (as at 	tachment)				
	Purpose of Event:					
	Organization/Group Sponsoring Ev	vent:				
	Organization Officers (Nan	nes and Titles):				
	Is there a registration/reservation fe	s there a registration/reservation fee?YesNo				
	If yes, amount \$	If yes, amount \$ (If the Dean's registration is complimentary, please write "comp."				
	Pay at Door	Pay at Door Pay in advance To whom?				
	Does the Dean need to prepare an	Does the Dean need to prepare any documents in advance?YesNo				
	If yes, please explain:					
IV.	SPEAKING					
	Would you like the Dean to speak?	Would you like the Dean to speak?YesNo				
	If yes, at what time?	Lenath	of Speech:	min.		

If yes, what? To whom?	Topic:
Is the Dean introducing someone?YesNo If yes, name & title:	How will she be prompted to begin speech?
If yes, name & title: Provide Profile/Bio (as attachment) Will the Dean be presenting (award, plaque, certificate, gift, etc.)? If yes, what? To whom? II. DETAILS Location/Address of Event: Type of Event: Indoor Parking: Pay Valet Self-Park Location of parking lot if not adjacent to event location: Will a meal be served? Yes No If so, at what time? Attire: Business Business 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 Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form.	Provide speaking bullet-points (as attachment)
Provide Profile/Bio (as attachment) Will the Dean be presenting (award, plaque, certificate, gift, etc.)?	Is the Dean introducing someone?YesNo
Will the Dean be presenting (award, plaque, certificate, gift, etc.)?YesN If yes, what? To whom?	If yes, name & title:
If yes, what? To whom?	Provide Profile/Bio (as attachment)
In DETAILS Location/Address of Event:	Will the Dean be presenting (award, plaque, certificate, gift, etc.)?YesNo
Type of Event:IndoorOutdoor Parking:PayValetSelf-Park Location of parking lot if not adjacent to event location: Will a meal be served? Yes No	If yes, what? To whom?
Type of Event:IndoorOutdoor Parking:PayValetSelf-Park Location of parking lot if not adjacent to event location: Will a meal be served? Yes No If so, at what time? If there is a separate reception, at what time? Attire:BusinessBusiness CasualBusiness Evening CasualEveningOther Who will greet the Dean upon arrival? Number of attendees expected: Who is expected to attend?StudentsFacultyAlumniCommunity Reps DonorsStaffOther Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form.	DETAILS
Parking:PayValetSelf-Park Location of parking lot if not adjacent to event location: Will a meal be served? Yes No If so, at what time? If there is a separate reception, at what time? 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 Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school:	Location/Address of Event:
Location of parking lot if not adjacent to event location: Will a meal be served? Yes No If so, at what time? If there is a separate reception, at what time? 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 Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form. FOR OFFICE USE ONLY	Type of Event:IndoorOutdoor
Will a meal be served? Yes No If so, at what time? If there is a separate reception, at what time? Attire: Business Business Casual Business Evening Casual Evening Other Who will greet the Dean upon arrival?	Parking:PayValetSelf-Park
If there is a separate reception, at what time? Attire:BusinessBusiness CasualBusiness Evening CasualEveningOther Who will greet the Dean upon arrival? Number of attendees expected: Who is expected to attend?StudentsFacultyAlumniCommunity Reps DonorsStaffOther Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form. FOR OFFICE USE ONLY	Location of parking lot if not adjacent to event location:
Attire:BusinessBusiness CasualBusiness EveningOther	Will a meal be served? Yes No If so, at what time?
CasualEveningOther	If there is a separate reception, at what time?
Who will greet the Dean upon arrival?	Attire:Business
Number of attendees expected:	CasualEveningOther
Who is expected to attend?StudentsFacultyAlumniCommunity RepsDonorsStaffOtherAre there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form.	Who will greet the Dean upon arrival?
DonorsStaffOther Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form. FOR OFFICE USE ONLY	Number of attendees expected:
DonorsStaffOther Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school:	Who is expected to attend?StudentsFacultyAlumni Community Reps
Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title and association to your organization and/or the school: Thank you very much for taking the time to complete this form. FOR OFFICE USE ONLY	DonorsStaffOther
and association to your organization and/or the school: Thank you very much for taking the time to complete this form. FOR OFFICE USE ONLY	Are there any other VIP guests that you would like the Dean to be aware of? Please provide their name, title
Thank you very much for taking the time to complete this form. FOR OFFICE USE ONLY	and association to your organization and/or the school:
FOR OFFICE USE ONLY	
FOR OFFICE USE ONLY	Thank you very much for taking the time to complete this form
	Thank you very moon for taking the time to complete the form
ved by: Date Received:	
ved by: Date Received:	FOR OFFICE USE ONLY
ved by: Date Received:	FOR OFFICE USE ONLY
ive	