

CALENDAR REQUEST  
FOR DEAN'S ATTENDANCE AT MEETINGS & EVENTS

**I. BEFORE SCHEDULING EVENT**

Contact Alejandro Maldonado, Dean's Office, [armaldon@usc.edu](mailto: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, you're welcome to speak with:

- Lynn Tamayo, Executive Assistant to the Dean, [tamayo@usc.edu](mailto:tamayo@usc.edu)
- Adriana Gonzalez, Administrative Budget Assistant, [gonz993@usc.edu](mailto:gonz993@usc.edu)

**II. Indicate if your organization is requesting a monetary sponsorship (donation) from the Dean's Office toward the cost of the event. If so, in what amount? \_\_\_\_\_**

- Send an email request for the funds to the Dean via Lynn Tamayo.

**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.

**III. CONTACT**

Your name & contact information, or name & contact information of person coordinating event:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person - at event: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**IV. EVENT**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Dean's Arrival Time: \_\_\_\_\_

If the Dean has another obligation immediately following your event,

what time would be appropriate for her to depart your event? \_\_\_\_\_

- Provide timeline (as attachment)

Purpose of Event: \_\_\_\_\_

Organization/Group Sponsoring Event: \_\_\_\_\_

Organization Officers (Names and Titles): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a registration/reservation fee separate from the sponsorship/donation? \_\_\_Yes \_\_\_No

If yes, amount \$\_\_\_\_\_ (If the Dean's registration is complimentary, please write "comp.")

\_\_\_Pay at Door \_\_\_Pay in advance To whom? \_\_\_\_\_

Does the Dean need to prepare any documents in advance? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**V. SPEAKING**

Would you like the Dean to speak? \_\_\_Yes \_\_\_No

If yes, at what time? \_\_\_\_\_ Length of Speech: \_\_\_\_\_ min.

Topic: \_\_\_\_\_

How will she be prompted to begin speech? \_\_\_\_\_

- Provide speaking bullet-points (as attachment)

Is the Dean introducing someone? \_\_\_Yes \_\_\_No

If yes, name & title: \_\_\_\_\_

- Provide Profile/Bio (as attachment)

Will the Dean be presenting (award, plaque, certificate, gift, etc.)? \_\_\_Yes \_\_\_No

If yes, what? \_\_\_\_\_ To whom? \_\_\_\_\_

**VII. DETAILS**

Location/Address of Event: \_\_\_\_\_

Type of Event: \_\_\_Indoor \_\_\_Outdoor

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? \_\_\_\_\_

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**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_