

**CALENDAR REQUEST  
FOR DEAN'S ATTENDANCE AT MEETINGS & EVENTS**

**I. BEFORE SCHEDULING EVENT**

Contact Alejandro Maldonado: [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, please email: [sswdean@usc.edu](mailto: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: \_\_\_\_\_ 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? \_\_\_\_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: \_\_\_\_\_

\_\_\_\_\_

**IV. 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_