UC SAN DIEGO DEPARTMENT OF VISUAL ARTS

Events Proposal FAQ

Who may request funds from the Events budget? Initiatives, individual faculty, and graduate students working with direct faculty input. The Events Committee is happy to provide guidance on planning and suggest other possible sources of support.

What kinds of events and items are fundable through the Events budget? Visiting artists/scholars, workshops, seminars, lectures, many aspects of conferences, and co-sponsorships. Honoraria, travel, hotel and food are typically covered.

What is typically NOT fundable through the Events budget? Events involving graduate student presenters. Events not taking place at UCSD. Exhibitions. However, talks linked to exhibitions may be proposed. Exceptions may be made. We cannot fund visitor per diem. By university policy, UCSD faculty and students cannot be offered honoraria to speak at UCSD. Ask the Chair which alternative budgets support the kinds of events this budget does not support.

What does the Events Committee do? It selects events that will receive funding from the Events budget. The committee is also available for guidance in planning your proposal and your event, but will not organize your event for you.

How do I request funding from the Events budget? Please submit a proposal form and a budget, see below. Proposals from graduate students must also include a commitment form signed by a faculty member.

How much is reasonable to request? The Events Committee typically has supported anywhere from $50 to $1K for one-time events, pending availability of funds. The committee will also consider giving support to event sequences or conferences, however, we strongly encourage co-sponsorship requests for larger events in order to ensure that any given year's budget is not dominated by a single request. You are encouraged to partner with programs such as the UCSD Center for Humanities, the UCIRA (the UC-wide Institute for Research in the Arts), the GSA, or UCSD departments or programs. For events small or large, please seek small co-sponsorship contributions (say, $100 or $200) from relevant UCSD departments, programs, residential colleges and divisional offices.

May I arrange travel and accommodations for a proposed speaker or make other expenditures that cannot be covered by other means

(e.g. co-sponsorships, external funding) before receiving funding approval from the Events Committee? No. The Events Committee can no longer by default approve proposals for which non-approved funds have already been promised or spent. Keep in mind that the Fiscal Manager should not be approached to make such arrangements unless it is explicitly discussed in advance with the Events Committee chair.

Who will do the work of organizing my event if it is funded? You will. The submitters and other people designated on the proposal do the bulk of the organizing. Promoting and producing an event is a lot of work. Please confirm that the people listed on your proposal are willing and available to do the work. Responsibilities are outlined in the funded event planning document below.

Who is available to help me propose and organize my event? The committee is available to answer questions about your proposal and to help you plan, to suggest strategies for doing funded events, and to put you in touch with the appropriate staff and offices for help. However, most of the work is the responsibility of you and the other students and faculty who have agreed to organize your event. Yuka Nakanishi, Fiscal Manager, oversees budget review and approval for all expenses. Yuka processes honoraria, coordinates travel, and manages university catering recharge processing and food and other purchase reimbursement. Sheena Ghanbari, Program Promotions Manager, coordinates online scheduling and does publicity for all department events. As organizer, you will provide Sheena and Yuka with all event details.

May I see pending and sample funded proposals? Yes. Any faculty member or graduate student may review pending and funded proposals in the Google docs Submissions and Funded Events folders.

How do I estimate costs to put in my budgets? Please see the Budget Tips section of the proposal docs below.

What is the timeline for submission and review of proposals? Proposals may be submitted on a rolling basis, though we encourage you to submit before the soft deadlines posted here. Proposals submitted before these dates are likely to be reviewed by the Events Committee before the end of the given quarter. Proposals may be submitted well in advance (even for the next year), however, decisions about distant large-ticket items may roll over to the next quarter or year.

Proposal deadlines for events taking place in

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Winter: November 15
Spring: February 15
Fall: May 15

Where do I submit my proposal? Use Google docs to submit your proposal to the [Submissions folder](). Please double-check the [internal planning calendar]() before proposing an event to make sure your proposed schedule does not pose a significant conflict with other events.

How will I know if my proposal was funded? The committee chair and/or GSR will contact you through the Events Committee email address with a response near the end of each quarter. Proposals may be accepted pending small changes (in date, budget); sent back with suggestions for revision; or rejected.

What are the funding criteria? Criteria for evaluating proposals include availability of funds; relevance of proposed event to faculty and student interest; feasibility of date/time, location, event plan and structure; organizer commitment; co-sponsorship planning; and prior funded requests. The committee will aim for reasonably broad distribution of funds across years.

May I ask for support from the Events Committee for a short-turnaround event? Yes. The committee will try to accommodate these requests by accelerated review if we can. Please always consult the [internal planning calendar]() first to see if there are any significant conflicts. Bear in mind that Sheena and Yuka require some lead time for all budgeting and publicity.

Should I seek co-sponsorships? Yes. It is recommended that proposers of events with budgets above $1K especially seek co-sponsorship and identify those sources on the proposal, updating with confirmations. A portion of the Events budget may be reserved for small co-sponsorship requests from other departments.

How do I communicate with the committee about my proposal? For non-urgent proposal-related questions and other non-urgent communication please use the committee email address. You may also email the committee chair, the GSR, and/or individual committee members.

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2014- 2015 Events Committee contacts:

Michael Ano (GSR - Special Programs Coordinator), vis-events@ucsd.edu or mano@ucsd.edu

Lisa Cartwright (chair), lisac@ucsd.edu

Teddy Cruz, tcruz@ucsd.edu

John Welchman, jwelchman@ucsd.edu

Alena Williams, ajwilliams@ucsd.edu

Fiscal Manager: Yuka Nakanishi, yuka@ucsd.edu

Programs Promotion Manager: Sheena Ghanbari, sghanbari@ucsd.edu

APPLICATION REQUIREMENTS:

If this will be the first event you have organized, it is suggested that you review the Sample Event Program Timeline below. Fill out the three forms below (Proposal, Budget, and Faculty) and submit for review by the Events Committee to the Google folder called Submissions. See the Events folder for samples. See the Budget Tips page below for help on estimating costs. For help contact the Events GSR at vis-events@ucsd.edu.

If your proposal is accepted for funding, the Events GSR will follow up with staff contacts, instructions and forms required for processing travel, lodging, and honoraria. See the Sample Event Program Timeline below for tips on the staging of work toward a funded event.

Deadline and submissions Rolling applications are welcome. Proposals submitted before the 15th of the last full month of each quarter will be decided upon for events proposed for the next quarter or later. The committee will not meet during Summer quarter. Proposals submitted by the 15th of the last full month of Spring quarter will be decided upon for events proposed to take place in the following Fall. If you submit a proposal for an early Fall event during the summer, please be aware that the committee may not be able to decide in time for your proposed date--you must ask the committee chair if a fast turnaround is possible. Upload all proposals to the Google folder called Submissions inside the Visual Arts Events folder. You

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may also see other events proposals there. If you have further questions or need help contact the Events GSR at vis-events@ucsd.edu.

Event Committee Funding Proposal (2014-15)

Today's date:

Group/initiative/individual applying for funding:

Lead faculty:

Project convener(s) and main contact [primary student organizer(s) who will oversee and perform main tasks]:

Type of event (e.g., artist talk, scholar talk, seminar, lecture, workshop):

Visitor name(s) and job or area affiliation (such as "LA artist" or university/ department):

Link to speaker information online, or paste a relevant current bio here:

Event title (simple descriptive, such as "artist's talk," or thematic):

Proposed event date(s) and length of event. (Please check the internal planning calendar now to avoid scheduling conflicts. Indicate if your dates are tentative, flexible, or specific):

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Proposed location (check one)

___ _____[Initiative name], Visual Arts @ SME, Structural and Materials Engineering Building Room ____.

___ Visual Arts Presentation Lab at the Structural and Materials Engineering Building (SME), Room 149

___ Visual Arts Gallery at the Structural and Materials Engineering Building (SME)

___ Visual Arts Facility, Performance Space

___ Visual Arts Facility, Gallery

Other:

Anticipated participants (closed group, or open to department, university, or general public; by RSVP or open; small seminar or large lecture hall capacity, etc.)

Reception or meal plan (if any, itemize in budget):

Other sponsors asked/to be asked for additional funding or co-sponsorship (please be as specific as you can about totals requested and status of requests):

Photographer who has agreed to document event for the department (indicate if unknown at this point):

Do you or does someone in your group know the proposed speaker, or is the speaker not personally known by anyone? Has anyone floated to the proposed speaker your interest and if so what is their availability?

Any other details we should know?

Budget -- Events Committee Funding Proposal (see Computing Tips below)

Your event name:

- hotel: $
Number of nights:

- travel: $
Details:

- honorarium $
Details:

- Food: $
Details:

- hard-copy publicity and/or publication costs
Details:

- technical needs: $
Details:

- accommodation needs: $
Details:

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TOTAL: $

Budget computing tips:

Hotel figure $160/night for 2014

Travel use current airline or railway sites to estimate. For visitors who plan to drive to San Diego, use the 2014 UC reimbursement rate of .56 cents per mile, including the return trip. For example, you would estimate $120 for a RT drive from LA.

Honorarium is standardly computed at $250 per single commitment, such as one talk. For each additional commitment to be performed by a visitor add $250 for up to two per day (e.g., $500 total for a talk and studio visits). To increase the amount, the visitor will need to have additional commitments over more than one day and you will need to work with a staff member to submit a special request form to the university, providing the rationale for extra payment. (For example, "this is a speaker of exceptional importance who will be doing an exceptional amount of work ….")

Food $30 is a suggested figure for coffee/cookies or very small reception with food brought in from outside. University catering may cost more: see the UCSD Hospitality Express menu website to estimate. $90 is a suggested estimate for a restaurant dinner for 6 people. Alcohol reimbursement is not permitted by the university. Per diem is not permitted. Note: Staff does not order catering for you. Yuka provides an index number for university catering recharge processing, and/or processes receipts for reimbursement for food from sources not approved for university recharge.

Publicity and/ or publications Any flyer, poster and/or publication costs should be included in budget proposals. The department does not provide materials or labor. Sheena does email notices and publicity.

Technical needs Any costs involved for media service, equipment, or space

Accommodation needs If your speaker or audience requires accommodation (e.g., a sign language interpreter or live closed-captioning service) the estimates for these services should be included in your budget. Staff can help you determine costs from agencies and services contractors

authorized to be paid through UCSD. We are required to work with university contractors.

Faculty Support Letter - Events Committee Funding Proposal

Dear Events Committee members,

I, _____ (faculty member), have read the attached proposal. I agree to support _____'s (graduate student) proposal to bring _____ (visiting lecturer or title of event) to campus. I will be working with the student and the other organizers named in this proposal to manage the needs of the visitor, the budget and logistical details required to host the visitor and to hold the event. I believe that students and faculty will benefit from the proposed event featuring this proposed visitor.

Signed,

_____,

[FACULTY MEMBER SIGNATURE]

_____ _____ _____

Faculty: please feel free to add any other details you want the funding committee to know about.

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SAMPLE EVENT PROGRAM TIMELINE (for proposals awarded funds)

After you are notified of support:

Check date availability Check the department's internal planning calendar again for any scheduling conflicts that may have emerged. Check back periodically as you confirm with your speaker, and up until the event. Consult with Sheena and the committee GSR if it looks like there might be a significant conflict once your event is on the calendar.

Formally invite your funded speaker(s) in an email, proposing a topic or type of commitment(s), the proposed possible date and duration and/or tentative plan of the visit you are proposing (for example, a full lecture, or a short panel talk? 2 hours, or a full day? A panel talk or lecture during a 2-day conference which you hope they will be able to attend all of, or which they might opt out of?). Also note the travel, lodging and honorarium, such as "In addition to covering travel and [one/two nights, as the case may be] of hotel accommodation, the Visual Arts department is able to offer you a modest stipend of $XXX." If there are multiple people being invited for the same event, you may also want to fill the visitor in on who who has been invited and who has confirmed.

Make space reservations If your event turns out to be something that outgrows its initially booked space, then change your reservation, and please notify Sheena right away about the location change, so she can change publicity details.

Travel and accommodation Work by email with your speaker and Yuka to determine travel and hotel needs and make reservations. Make sure that you, your speaker, and Yuka are all on the same page concerning details such as flight arrivals/departures, SD airport transportation or campus parking arrangements, number of overnights needed, and whether there are any hotel accommodation needs (such as an accessible room). La Jolla Shores and Del Mar Inn are good options. Also, be sure to ask your speaker

if they need any access accommodations (such as an accessible hotel room or access support for their campus visit).

Ask your visitor(s) by email for their preferred personal title and affiliation; a short bio; a talk or lecture title and abstract, reading pdfs and/or permission to share readings; and an image(s) for publicity. If you download a bio, readings, and/or images from the web, check with the person directly to make sure it is what they want you to use. Bios change, and your speaker may want to highlight one aspect of overall work rather than what you selected. What you find on the web may not be updated. If you can't get this info from the speaker because they don't respond, then at least try to get their approval on what you download, or try to fact-check it with someone who knows the speaker's current work. Send these items along with the date, time and place to Sheena when you have it all fact-checked.

About a month in advance of the event:

Order tech support and campus/event accommodation Ask your visitor what kinds of tech and/or accommodation needs they have for their talk. Contact the appropriate staff to order tech and support well in advance of the event. Adjust your budget in consultation with Yuka and the GSR if there is unexpected cost involved.

Payment documents Get your visitor to return the completed Honorarium Payment Request and W-9 forms that were sent to you when your proposal was approved. If you forward these forms to Yuka prior to a month before the talk, it is more likely that the honorarium check can be ready when the visit occurs rather than mailed to the visitor later.

Publicity If given enough notice, Sheena will work with you to send promotional material to the department and the broader relevant campus and community entities. Give Sheena this info as soon as you have it and let her know right away if you anticipate any changes, so she can send out notices and updates:

- Visitor(s) name and preferred titles (check spelling and accuracy)
- Date, time and location of the event
- A short current bio of the visitor(s) involved, preferably one sent or approved by him or her

- A short description or abstract of the event and/or talk(s), preferably sent or approved by the visitor
- An image or two (400x400 pixel) representing the work and/or the person
- Open to the department, the public, or limited (to which groups)?
- Recommended departments/groups on and off campus to which to promote the event

Make a specific day of event work plan Confirm who will be covering organizer tasks such as placing catering orders and determining who can be present to meet the caterer, who will request, copy and post readings, who is driving or greeting the speaker on campus, who is introducing the talk and hosting/paying for the dinner (requires a credit card and financial ability to wait for reimbursement). Share those details among your whole organizing team, so everyone can schedule their week and day of the event without a last-minute scramble. Share phone contacts with your committee.

A week before the event

Confirm publicity If you send Sheena your final event info (listed above) at the very latest on the Wednesday before your talk, she can add it to the weekly Visual Arts Department Announcement.

Order catering For university catering including Hospitality Express, you may order online. 5 business days advance notice is required to avoid a late fee. Ask Yuka for an index number for recharge -- you do not need your own credit card for this. Other campus sources include Perks (sandwiches) and Art of Espresso, aka Mandeville Coffee Cart, however they do not use recharge, so for this and off-campus purchases a credit card will be needed up front for reimbursement with receipt later. Make a dinner reservation if you need one.

Make and send a speaker itinerary if the event involves a lot of people, so the speaker is not stranded or confused about who he or she is driving with. Put on this speaker itinerary all relevant cell phone numbers, especially those attached to people providing airport and hotel rides or greeting on arrival at campus. Send the speaker this itinerary and/or a contact list. Copy everyone whose name appears on the itinerary so they know what they are signed up to do, and so the speaker can get a prior glance at names on the list before meeting many new people all at once, and can consult the list later to thank you and follow up.

Event tasks review Review and update organizer tasks such as who will be present to meet the caterer, who will copy and post readings, and so on.

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Share those details among your whole organizing team, so everyone can schedule their day without having to find coverage at the last minute.

During the event

Make an active event guest sign-in sheet, including departmental or organizational affiliation. Also, it is important to have your designated photographer(s) document the event.

During the week after the event

Submit a completed Supply Reimbursement Form and any receipts for reimbursement with a list of who attended the meal or event associated with the costs to Fiscal Manager Yuka Nakanishi at y1nakanishi@mucsd.edu. All reimbursements receipts and forms must be turned in no later than one week after the event.

Submit photographs from the event along with a short account of how many people attended (and from which departments), along with any other interesting details you might want to mention to Programs Promotion Manager Sheena Ghanbari at sghanbari@ucsd.edu. Documentation of your event helps make our events visible among members of the department who could not attend, and to communicate about them to the public. It is also useful material for the department to draw from in reporting its use of budget funds to the university, as a basis for justifying continued resources for event funding.

Students: Add the event to your resume or CV with yourself as Event Convener or a similar title.