

RGRLL Event/Conference Procedures Packet

When planning an Event/Conference, it is pertinent that preliminary event information and an estimated budget for planning purposes be provided to RGRLL Administrative Staff. The event organizer's responsibility is to obtain the required help needed; to understand the scope of responsibilities and to follow through by providing all the necessary forms and information to the RGRLL Administrative Staff in a timely manner. Please follow this guide to assist you and RGRLL Administrative Staff in ensuring a successful event/conference:

Forms to be completed:

- 1. Preliminary Event/Conference Request/Funding Form (Page 3)**
- 2. Event/Conference Budget Form (Page 4)**
- 3. Program Itinerary (Page 5)**

CHECKLIST:

_____ **A. Complete the RGRLL Preliminary Intellectual Event/Conference Funding Form (Pg. 3)**

_____ **B. Attach the Intellectual Event/Conference Budget Form (Pg. 4) listing all the following budget information:**

1. Event/Conference Name:
2. Faculty Member/Appointed Representative:
3. Estimated Budget Total:
4. Location(s) of event:
5. Revenue support funding: Providing support documentation and amount.
 - a. Provost
 - b. Deans Office
 - c. Other Academic Depts.
 - d. RGRLL
 - e. Consulates
 - f. Grants
 - g. Registration revenue, etc.
 - h. Other
6. List expenses:
 - a. Postage for mailings
 - b. RGRLL in office copying costs (large events/conferences will require a separate copy code for billing purposes.
 - c. Print shop (posters, programs, etc)
 - d. Honorariums – indicate if speaker is a foreign national in notes (additional forms need to be completed if foreign national).
 - i. **NOTE: An INDEPENDENT CONTRACTOR PRE-HIRE DETERMINATION FORM via DocuSign for all guests receiving an honorarium must be completed well in advance of the event. A completed and approved form must be submitted with this packet to Alessandro, or your funding request may be denied.**

- e. Travel for guest speakers (Giselle's Global Travel) – if reimbursing guest speaker with University funds, will need to complete travel Request 30 days before travel occurs for domestic and 45 prior to travel for foreign.
- f. Insurance (travel or off site event if needed)
- g. Hospitality/food/catering – Must have itemized receipts (State funds will not pay alcohol) review hospitality policy. May need contract for large events.
- h. Graphic Art Design fees (may need CSULB contract)
- i. Hotel accommodations' for event or guest speakers, etc. (may need contract for large event)
- j. Supplies – Bookstore, Staples, etc. Paper, binders, name tags, pens, etc.
- k. Parking: Passes are limited and should only be provided to special guests
- l. Entertainment – may need CSULB contract
- m. Audio Visual/technology requirements and equipment
- n. Advertising
- o. Miscellaneous – guest t-shirts, gifts, tote bags, etc.

_____ **C. Complete the **Program Itinerary Form (Pg. 5).****

_____ **D. Submit all 3 forms to the department administrative staff for the Chair's approval:**

- ☐ Preliminary Event/Conference Request/Funding Form
- ☐ Event/Conference Budget Form
- ☐ Program Itinerary

_____ **E. Event/Conference flyer to be submitted to RGRLL STAFF for posting to department website, social media and/or university marquee (Posting to the university marquee requires advance notice and must conform to university guidelines, see Alessandro for information)**

_____ **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 Brotman Hall.**

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

PRELIMINARY INTELLECTUAL EVENT/CONFERENCE FUNDING FORM



DEPARTMENT OF RGRLL, CSULB

The Department will attempt to provide funding for Events/Conferences, budget permitting. Please complete this form, the Event/Conference Budget form and Program Itinerary and submit it to RGRLL Administrative Staff as soon as possible.

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/Email: _____

Appointed Grad Student/Email (if applicable): _____

Event Name: _____

Event Type & Description: _____

Intended Audience/Expected attendance: _____

Preferred date(s), time(s) & location(s): _____

List any other services needed (ie. Parking, Catering etc.): _____

Event/Conference Co-sponsors: List program/dept. and amount. Please attach an email as proof.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total amount requested from RGRLL: \$ _____ Purpose of funds: _____

Submitted to RGRLL by: _____ **Date:** _____

Department approval stamp / signature: _____ **Approved Amount:** _____

To coordinate an event/conference, it is your responsibility to meet with the RGRLL Administrative Staff 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 or inviting international guests, please allow advance notice for approvals, contracts, etc. to be processed.

RGRLL EVENT/CONFERENCE BUDGET FORM

Event/Conference Name: _____

Date of Event: _____

Faculty Member: _____

Appointed Coordinator(Grad Student): _____

Estimated Budget Total: _____

Location: _____

Comments:

[illegible]

RGRLL Events/Conference Program Itinerary

(Name of Event/Conference)

DAY 1 - _____ (Day, Date)	<i>Location and times if applicable</i>
<i>Description of days' events.</i>	
DAY 2 - _____ (Day, Date)	<i>Location and times if applicable</i>
<i>Description of days' events.</i>	
DAY 3 - _____ (Day, Date)	<i>Location and times if applicable</i>
<i>Description of days' events.</i>	
DAY 4 - _____ (Day, Date)	<i>Location and times if applicable</i>
<i>Description of days' events.</i>	