

UCLA Ethnomusicology Single Lecture/Demonstration Events Procedure – Agreement (Student Point Person)

Event: _____
Guest(s): _____
Date / Time / Location: _____
Student Point Person (SPP): _____
Contact info for SPP _____

As Student Point Person, I agree to comply with the procedures/policies outlined below regarding this event.

Student Point Person signature: _____ date: _____

Please sign and return one copy of this form to the Events Coordinator at *least one week before the event*. Please leave form in Event Coordinator's mailbox in the Main Office or SMB 1555, or you can send it via email if you scan a signed copy.

Procedures and Policies for Events:

Student Point Person

- 1) Consult with Chair for event and funding approval (ie. honorarium, catering, special equipment).
- 2) Determine date and time of event (based on discussion with guest).
- 3) Reserve room(s) with details of date/time/special set-up needs/furniture; allow 1 hour for set-up and 1 hour for clean-up. Contact Kathleen Moon for all rooms except ethno performance rooms. Contact Donna Armstrong for ethnomusicology performance rooms. Please note that requests for Popper Theater and Schoenberg Hall must be approved by the chair.
- 4) Get the following information from event guest(s) and submit it to the Events Coordinator, Kathleen Hood (SMB 1555 or email to ethnopub@arts.ucla.edu):
 - name, address, and telephone #
 - email address
 - social security # if guest will be receiving a payment; non-US citizens must have a permanent resident card (green card) or a J-1 Visa. Please see Martha if the guest is a non-citizen, since there are other forms to be completed.
 - title and description of event
 - AV needs or other special set-up needs
 - obtain permission from presenter to document their lecture/demonstration via videotape (please give them a copy of the attached permission form).
- 5) Prepare publicity materials for event (email, flyer, web announcement).
- 6) Give publicity materials to Donna for email and website.
- 7) Post publicity flyer on department boards in hallways; leave a few with musicology and in the display in the ethno main office.
- 8) For honoraria, get a Request for Payment form from Martha and provide the above information; For OID mini-grant application, see Martha.
- 6) See Carol Pratt for courtesy parking if guest does NOT receive payment from department. Alternately, if the guest receives any form of payment, Carol can "reserve" a place in the lot, which will be paid for by the guest.
- 7) Confirm event details with guest one week before event.
- 8) Meet guest on their arrival for the event.
- 9) Immediately after the event, reset the room to its original condition including the rearrangement of furniture, removal of any papers, waste, etc.

Events Coordinator

- 1) Get guest/event information from student point person.
- 2) Give David Martinelli AV needs (and date, time, location).
- 3) Make sure AV permission form has been signed and give a copy to the Ethnomusicology Archive.

David Martinelli

- 1) Provide AV, computer, and recording services.

Donna Armstrong

- 1) Get publicity materials from Events Coordinator for email distribution and web posting.
- 2) If you need tables, Donna will assist you in getting them; you must return them to the Gamelan Room after use.

Possible rooms for events:

Classrooms (1344, 1345, 1354, 1402, 1421, 1439, 1440, 1535)

Ethnomusicology Archive (1630)

Green Room * (1230)

Hallways* (outside an event in a classroom or performance room)

Performance Rooms:

--Ethnomusicology: China (1822), Japan-Korea (1842), Near East-India (1846), Gamelan (1659)

--Music: Choral (1325), Orchestra (1343), Band (1345)

Popper Theater (1200)

Schoenberg Courtyard

Schoenberg Hall (1100)

Schoenberg Lobby *

Ethno Courtyard *

*Food and Beverages are only allowed in the areas above that are marked with an asterisk. Food and Beverages are NOT allowed in the Gamelan or Near East Room. If food or beverages are part of your event, you must plan your event in an area where they are permitted, it is the responsibility of the faculty point person to make sure all surplus food, and any packaging or waste are removed and disposed of properly.