

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

Event Name and Type (e.g., Concert, Lecture, Lecture/Demo, Master Class): _____

Guest(s): _____
Date / Time / Location: _____
Faculty Point Person (FPP): _____
Contact info for FPP: _____

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

Faculty Point Person signature: _____ **date:** _____

Please sign and return one copy of this form to the Events Coordinator, Kathleen Hood, at least one week before the event (many events require more lead time—see timeframes below). Please leave form in the Ethnomusicology Publications mailbox in the Main Office (SMB 2539) or you can send it via email to ethnopath@arts.ucla.edu if you scan and attach a signed copy.

Procedures and Policies for Events: Faculty Point Person

<input checked="" type="checkbox"/> Task	Timeframe
1) Consult with Chair for event and funding approval (i.e. honorarium, catering, special equipment).	
2) Determine date and time of event (based on discussion with guest; also consult with Kathleen Hood to make sure there are no conflicts with other events in the department). Also let Kathleen know if this event is to be open to the public or just for UCLA students/faculty/staff.	
3) Reserve room(s) with details of date/time and (and alternate date/time and room), if applicable); allow 1 hour for set-up and 1 hour for clean-up. To begin the online reservation process, visit http://ucla.in/QQtCK6 . Follow the link in item #1 to check room availability; then return to the Classroom and Theater Availability page and click the appropriate link to access either the classroom request form or the theater request form. Use this procedure for all classrooms <i>except</i> ethnomusicology performance rooms: contact Donna Armstrong to reserve these rooms. NOTE: When choosing a room, consider whether event is open to the public. If so, have a contingency plan in case of overflow. Options include opting for a larger room; ticketing (even if there is no charge to attend); or specifying in the publicity that seating is limited and admission is on a first-come, first-served basis.)	Room and theater request forms should be submitted <i>at least 2</i> business days in advance of the event.
4) Get the following information from event guest(s) and submit it to the Events Coordinator, Kathleen Hood. You may leave a hard copy of this information in the Ethnomusicology Publications mailbox in the main office (SMB 2539) or email it to ethnopath@arts.ucla.edu : <ul style="list-style-type: none"> • 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 to receive payment. Please see Jennie Molina if the guest is a non-citizen, since there are other forms to be completed. • AV needs and/or other special set-up needs (including tables, chairs, etc.). • obtain permission from guest(s) to document their lecture/demonstration via videotape (please give them a copy of the Participant Consent form, which can be found on our website). Note: performers who wish to bring in outside videographers/photographers must first obtain a UCLA film permit, and there are fees associated with this permit. Contact Kathleen Hood for more information.	If the person is a non-citizen and/or needs a J-1 Visa, the paperwork can take a long time and should be submitted at least 2 months in advance.

5) For honoraria, get a Request for Payment form from Jennie Molina and provide the above information; for OLD mini-grant application, see Jennie. You can also access both forms online through the department's website, under Faculty Handbook: Forms http://ucla.in/QQA4AC	As soon as possible, since payment often takes time.
6) Publicity Material (extent of publicity is dependent on whether the event is for UCLA only or open to the public)—submit the following to Kathleen Hood: <ul style="list-style-type: none"> • title and description of event • bio and photos (if applicable); include affiliation of the presenter if possible 	No later than: <ul style="list-style-type: none"> • 10 weeks before beginning of fall quarter for fall events or 10 weeks before beginning of winter quarter for winter/spring events to be included in the UCLA School of the Arts Calendar • 8 weeks prior to each quarter for inclusion in official press release • 4 weeks prior to event for inclusion on website • 2 weeks prior to event for flyers, emails
7) For performers, fill out and return signed Performance Agreement to Kathleen Hood; determine whether insurance waiver is needed. (Performance agreement needed for concerts and lecture/demos, but not needed for regular lectures or master classes.)	At least 1 month in advance of performance to allow for processing by Dean's Office and Office of Risk Management
8) See Donna Armstrong for assistance with these two types of parking reservations: 1) department-paid courtesy parking—for guests who do not receive payment from department; 2) guest-paid parking—for guests who are receiving payment.	At least 1 day ahead
9) Confirm event details with guest.	1 week before event
10) Meet guest on their arrival for the event.	
11) Immediately after the event, reset the room to its original condition including the rearrangement of furniture, removal of any papers, waste, etc.	

Possible Rooms for Events:

Classrooms (1344, 1345, 1354, 1402, 1421, 1439, 1440, 1535); Green Room *; Popper Theater (1200); Schoenberg Hall (1100); Schoenberg Lobby *; Schoenberg Courtyard *; Performance Rooms: a) Ethnomusicology: Near East/India (1846); Gamelan Room (1659); b) Music: Choral (1325); Orchestra (1343); Band (1345); Hallways (outside an event in a classroom or performance room) *; Ethnomusicology Archive (1630)

*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.

Contact Information:

Donna Armstrong, Chair's Assistant	Room 2539	310-825-8381	donnaa@arts.ucla.edu
Michele Eckart, Stage Manager	Room 1309	310-206-1095	meckart@arts.ucla.edu
Kathleen Hood, Events Coordinator	Room 1555	310-825-5947	ethnopub@arts.ucla.edu
Jennie Molina, Accountant	Room 2554	310-206-5184	jmolina@arts.ucla.edu
Kathleen Moon, Administrative Assistant	Room 1309	310-825-4760	kmoon@arts.ucla.edu
Helen Rees, Chair	Room 2539F	310-206-1096	hrees@ucla.edu