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|  | **VISITING DIGNITARY REQUEST FORM**  This completed form and a consultation are required before any dignitary is invited to visit UCLA.  Submit to [Tricia Lippert, Special Events and Protocol](mailto:tricial@stratcomm.ucla.edu). For international dignitaries, also copy [Christine Larson, International Institute](mailto:clarson@international.ucla.edu). Reference [UCLA Policy 106: Visiting Dignitaries](http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=106). |

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| DIGNITARY INFORMATION | | | |
| High-Level Dignitaries  Chancellor Block has exclusive right to invite high-level dignitaries to campus. At his discretion, the Chancellor may delegate invitations and his participation in any dignitary visits. High-level dignitaries include, but are not limited to: current and former heads of state/government and their spouses, high-ranking members of royalty, U.N. secretary general, high-ranking members of foreign governments, religious or spiritual leaders, U.S. presidential cabinet members, supreme court justices, U.S. members of congress, governors and first spouses, the mayor of Los Angeles, and the UC President.  Other Dignitaries  This form must be submitted even if the dignitary does not fall into the high-level category, as the information is utilized for campus informational purposes. | | | |
| Name: | … | | |
| Title/Role: | … | **Country/City/State:** | … |
| Biography: | … *(INCLUDE ONE PARAGRAPH BIOGRAPHY HERE AND ATTACH ADDITIONAL BIOGRAPHICAL INFORMATION)* | | |

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| VISIT INFORMATION | | | | |
| Name of event: | … | | | |
| Purpose for visit/event: | … | | | |
| Day of week & date(s): | … | | **Start time of event:** | … |
| Type of event: | Select… | | **End time of event:** | … |
| Location: | *… (INCLUDE ADDRESS IF OFF CAMPUS)* | | **Time of dignitary arrival:** | … |
| Number of invitees: | … | **Anticipated attendance size:** | … | |
| Audience composition: | *… (INCLUDE TYPES OF GUESTS ON THE GUEST LIST, I.E. DONORS, ALUMNI, ADMINISTRATORS, STUDENTS, ETC. BE SPECIFIC.)* | | | |
| Schedule of events: | … *(INCLUDE SCHEDULE OF ALL EVENTS IF VISIT IS COMPOSED OF MULTIPLE ACTIVITIES)* | | | |
| Program order/speakers: | … *(INCLUDE OTHER SPEAKER NAMES AND ORDER, IF KNOWN)* | | | |

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| ATTENDANCE REQUEST/REQUIRED APPROVALS | | |
| The Chancellor’s Office will determine Chancellor Block’s role in a dignitary visit. The Chancellor may designate another university official to fulfill his role. If the Chancellor, Mrs. Block, and/or the EVC/Provost are requested to host the event, they should have an official programmatic role, as well as featured placement on event marketing materials. | | |
| Are you requesting Chancellor Block, Mrs. Block, and/or EVC/Provost? | | Select... |
| What is the expected role of Chancellor Block, Mrs. Block, or EVC/Provost? | | Select… |
| If they are co-hosting, indicate with whom: | … | |
| What is the expected speaking role of Chancellor Block, Mrs. Block, or EVC/Provost? | | Select… |
| Will Chancellor Block, Mrs. Block, and/or EVC/Provost be on event marketing materials, both print and electronic? | | Select… |
| Is this a fundraising event? | | Select… |
| Are you requesting the Chancellor’s Residence for this event? | | Select… |
| Are you requesting to invite the UC President and/or UC Regent(s) as participants or to attend? | | Select… |
| If yes is selected for any of the above, [additional information or approvals may be required](http://www.specialevents.ucla.edu/guidelines.html).  If the Chancellor or EVC/Provost are confirmed to participate in your event, I agree to contact  Tricia Lippert, Special Events and Protocol, tricial@stratcomm.ucla.edu, immediately if event is cancelled or event details change. | | |

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| EVENT FUNDING INFORMATION | | | |
| Costs associated with dignitary visits to UCLA, including security and travel, shall be borne by the department/unit sponsoring the visit. | | | |
| I confirm this request was approved by the requesting division vice chancellor or AVC, or school dean: | | | Select… |
| I acknowledge that all event, travel and police/security expenses are borne by the requesting division/school: | | | Select… |
| Division or school that is financially responsibility for event expenses: | | … | | |
| Full accounting unit (FAU): | … | | | |

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| YOUR INFORMATION | | | |
| Name & Title: | … | | |
| Department: | … | **Phone (work):** | … *(xxx) xxx-xxxx* |
| Email: | … | **Phone (cell):** | … *(xxx) xxx-xxxx* |
| Division/school: | … | **VC/Dean/AVC:** | … |

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| STAFF LIAISON AT EVENT | | | |
| Name & Title: | … *(SENIOR STAFF PERSON WHO WILL STAFF CHANCELLOR BLOCK, MRS. BLOCK AND/OR EVC/PROVOST CARTER FOR DURATION OF EVENT)* | | |
| Department: | … | **Phone (work):** | … *(xxx) xxx-xxxx* |
| Email: | … | **Phone (cell):** | … *(xxx) xxx-xxxx* |

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| BRIEFING PREPARER | | | |
| Name & Title: | … *(PERSON RESPONSIBLE FOR SUBMITTING EXECUTIVE BRIEFING TO RHONDA WADE, DUE 10 DAYS PRIOR TO EVENT)* | | |
| Department: | … | **Phone (work):** | … *(xxx) xxx-xxxx* |
| Email: | … | **Phone (cell):** | … *(xxx) xxx-xxxx* |