

Event Requests for the Vice Chancellor for Equity & Inclusion's Calendar

This form should be used to request time on the Vice Chancellor for Equity & Inclusion's (VC-EI) calendar for events only. Please contact the VC-EI's office with questions related to your request at villys@berkeley.edu or (510) 642-7294.

***Required**

Department or person requesting time on the Vice Chancellor's calendar:*

Contact name and title, if different than above:

Phone number:*

Email address:*

Name of event:*

Location of event:

Type of event:*

☐ Development

☐ Forum

☐ Alumni Relations

☐ Student Related

☐ Government/Community Relations

☐ Graduation

☐ Conference/Seminar

☐ Gala

☐ Other:

Event date & timeframe:*

Example: 06/08/2016, 10:00-11:00 AM

Alternate event date & timeframe:

Example: 06/08/2016, 10:00-11:00 AM

Expected number of guests and composition of audience:*

Please choose all that apply.

☐ Faculty

☐ Donors/Alumni

☐ Staff

☐ Students

☐ Other:

Description of event:*

Type of event:*

Please choose all that apply.

- ☐ Breakfast
- ☐ Lunch
- ☐ Reception

- ☐ Dinner
- ☐ Ceremony
- ☐ Other: _____

Briefly describe the VC-EI's role at your event:*

- ☐ Attending event but no speaking role
- ☐ Speaking role: Welcome
- ☐ Speaking role: Keynote
- ☐ Speaking role: Panel
- ☐ Speaking role: Other (please describe below)

What is the expected duration of the VC-EI's speaking role? _____

If the VC-EI has a speaking role, will your office be providing talking points?*

- ☐ Yes – Please submit talking points no less than 5 working days in advance of the event.
- ☐ No
- ☐ N/A

If the VC-EI has a speaking role, should the VC-EI acknowledge anything/anyone in specific?

Please indicate which of the E&I priorities your event aligns with or supports

For internal E&I requests only

- ☐ Deepening campus-wide impact
- ☐ Supporting/highlighting the impact of our K-20 pipeline work (Undergraduate Diversity & K-12 Outreach)
- ☐ Strengthening/supporting internal E&I processes and structures
- ☐ Articulating the vision and plan for E&I strategic fundraising
- ☐ Supporting/collaborating with the visible and impactful body of research on equity and society on campus

**Please email this completed form to Villy Somthida, villys@berkeley.edu
& Sarah Yee, sarah.yee@berkeley.edu**