



ASIAN STUDIES CENTER

A GUIDE TO PLANNING YOUR EVENT WITH ASC

The Asian Studies Center and the University Center for International Studies are very pleased to support our faculty, students, academic departments, and partner community organizations with your Asia-related events and programming. In order to help us assist you with your event planning, we request that anyone who is requesting our assistance or funding with programs fill out our Event Request Form, which is located on our website at <http://www.ucis.pitt.edu/asc/eventrequest.html>.

What is the Event Request Form?

This form is a digital Adobe PDF file that allows you to fill in some basic information about your event, including sponsors, budget, and what kind of help you're requesting. We use these forms not only to process requests for event funding support, but also to make sure that the critical details of your event are handled smoothly by our staff and any potential scheduling conflicts or arrangements can be processed as quickly as possible. This form should take less than 5 minutes to complete, and you can fill it out online and have it automatically emailed to the ASC Associate Director or you can print it out and deliver it to our offices in 4104 Posvar Hall.

What should I expect when I request ASC assistance for my event?

ASC has a two-tier policy for handling events, which we are clarifying to make things easier for everyone who submits requests. **For events that are only asking ASC for advertising, transfer of funds, or room booking**, you can submit the form and we will contact you within one week of your submission. A staff member will contact you for full details and we will produce or send advertisement, verify whether your request for partial funding is approved and initiate a transfer to your department or the sponsoring organization, or work with Rooms and Scheduling to arrange a venue for your event.

For events requesting assistance with honoraria and contract processing, travel and hotel arrangement bookings, catering, theatrical or concert events, and other paperwork-intensive procedures, an automatic 5% of your total proposed event budget will be charged by ASC to cover staff services. Due to changing university regulations, many procedures involving payment processing, insurance and contract requirements, and other setup have become extremely time-consuming and require a great deal of follow up on the part of our staff. For example, an event with a total proposed budget of \$800.00 would incur a 5% fee (\$40.00) if you require ASC to handle all associated paperwork and setup. If your event budget should change or increase in the future, we will not increase our fee.

For frequently asked questions, see the reverse side.

FREQUENTLY ASKED QUESTIONS

1. I'm having technical problems filling out the form. What should I do?

A: Some faculty have had difficulty using Adobe Acrobat on their home or personal computers, which may not have the correct software installed. You can try filling out the form on campus (all campus computers have the correct software installed) OR you can print out the form and fill it out by hand and submit it to **Dr. Jim Cook** in 4104 Posvar Hall. Let us know if you're having trouble by emailing Rachel Jacobson at rej16@pitt.edu for assistance and she may be able to fix any technical bugs that remain.

2. How do I submit requests for funding using the form?

A: For funding requests to area studies councils (Japan Council, China Council, Korea Council, Indo- Pacific Council, etc.), please continue to use the same procedures as always to secure your funding. ASC will NOT submit any funding requests on your behalf to these committees. For direct ASC funding requests (i.e. not related to Council monies), please include your request on the event form in the Budget section, and let us know what specific costs you are asking us to fund. We will let you know whether your request was approved and to what level we have approved it. ASC will look favorably on events that include matching and/or outside funding to supplement any contributions requested of our center.

3. What kind of budget do you require?

A: For your initial request, budgets can simply detail what known financial commitments are supporting the event, as well as any requested commitments you have submitted but do not have final information regarding. After your request is approved, we will contact you to work with Jennifer Murawski (jennm@pitt.edu) and Debee Werntz in order to submit a final event budget for accounting purposes.

4. Can I send my initial request to an ASC staff member and then submit the form later?

A: Anyone submitting requests directly to ASC staff members will be asked to visit our website to fill out the form, as this is the only way we can track event and financial commitments. Requests may be submitted well in advance of your event's scheduled date in order to receive ASC staff time priority and/or first chance at available funding. **If you are considering planning an event and want to know about potential conflicts in Asian Studies event scheduling**, visit our future calendar at <http://www.ucis.pitt.edu/asc/events.html> where we have marked conferences, holidays, and other known events.

5. Which ASC staff members will handle the details of my event?

A: ASC Associate Director Dr. Jim Cook receives all email and print event requests and distributes them at ASC staff meetings for funding votes and planning discussion. Event arrangements are then handled by Ms. Jennifer Murawski, Assistant Director for Educational Outreach. Jennifer will work with other ASC staff to be sure your event is scheduled, advertised, and details are confirmed. For assistance, contact Jennifer at jennm@pitt.edu.