



ASIAN STUDIES CENTER

REQUEST FOR ASC SUPPORT FOR EVENTS

Please fill out the relevant fields below. Attach additional sheets with detailed information if necessary. We will contact you after your proposal has been discussed by the ASC staff.

Submit to Dr. Jim Cook via email (jacook@pitt.edu) or campus mail (Asian Studies Center, 4104 Posvar Hall).

Today's Date: _____

Your name: _____ Your email: _____

Contact Name: _____ Email: _____

Department: _____

**Please see www.ucis.pitt.edu/asc/events.html for a list of events that are already scheduled for the upcoming academic year, and please consider these in making your request.*

Proposed Date(s) of Event: _____ Alternate Date(s): _____

Title of Event: _____

Nature of Event: Concert/Performance Reception Conference Lecture Film Meeting
 Other (please specify): _____

Brief explanation of event:

Total Proposed Budget for Event: \$ _____

(Please be aware that ASC may charge an administrative fee of 5% of the total budget for coordination for events with budgets. NO FEE will be charged for advertising only or fund transfers.)

Source(s) of Funding (guaranteed): (department, SSRC, NIH, Provosts's Grant, GAP Grant, endowment, foundation, etc.)

Please specify any requests from Asian Studies.

Preferred Event Venue: _____ Alternate Venue: _____

If you would like Asian Studies to book the venue, please check "Venue Reservation" under "Services requested from ASC" (next page)

Services requested from ASC:

- Travel:
Approximate number of U.S. guests who will need airline reservations: _____
Approximate number of international guests who will need airline reservations and visas: _____
- Hotel reservations:
Approximate number of guests: _____
- Venue reservation:
If known, please specify the times you will need the venue:
From: Date: ____/____/____ Time: ____:____
To: Date: ____/____/____ Time: ____:____
 MM DD YYYY
- Food services:
Approximate number of meals: _____
Approximate number of guests/meal: _____
- Advertising
- Honoraria payment processing and contracts
- Special services:
 - Department of Parking, Transportation, & Services (van/car rental, parking passes, etc.)
 - Disability Resources & Services
 - Facilities Management (furniture, tables & chairs)
 - Media Services (please specify):
 - University Catering
 - University Police (required at any events where cash will be exchanged)

Comments:

This form may be submitted via email to: jacook@pitt.edu

Or in hard-copy form to: **Jim Cook, Associate Director**

Asian Studies Center
4104 Wesley. Posvar Hall
Pittsburgh, PA 15260