



ASIAN STUDIES CENTER

REQUEST FOR ASC SUPPORT FOR EVENTS

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

Submit to Dr. James Cook via email to Rachel Jacobson (rej16@pitt.edu) or campus mail (Asian Studies Center, 4104 Posvar Hall).

Today's Date: _____

Your name: _____

Your email: _____

Contact Name: _____

Email: _____

Department: _____

Proposed Date(s) of Event: _____

Title of Event: _____

Nature of Event: Performance Reception Conference Lecture Film Meeting

Other (please specify): _____

Brief explanation of event:

Total Proposed Budget for Event: \$ _____

Amount requested from Asian Studies: \$ _____

Please include a detailed explanation of what the funding will be used for.

Other sources of funding: (department, SSRC, NIH, Provost's Grant, GAP Grant, endowment, foundation, etc.)

Preferred Event Venue: _____ Alternate Venue: _____

FOR ASC OFFICE USE ONLY

Account: _____

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

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: ___:___

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: rej16@pitt.edu

Or in hard-copy form to: **James Cook, c/o Rachel Jacobson**

Asian Studies Center
4104 Wesley W. Posvar Hall
FOR ASC OFFICE USE ONLY

Account: _____