

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**](mailto:rej16@pitt.edu)

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

Asian Studies Center

4104 Wesley W. Posvar Hall