

EVENT PLANNING FORM

UC Davis Languages & Literatures

Please return form to langlit@ucdavis.edu

EVENT			
Event Title:			
Event Type:			
Host (person):			
Host (department):			
Date:		Time:	
Venue:		# Attendees:	
How to set up room:			
Flyers:	Yes No	Do you need us to make them?	Yes No
<small>Please email approved flyer to these programs:</small>			
Food/Drink:	Yes No	Description:	
Alcohol Permit:	Yes No	Description:	
Audio/Visual:	Yes No	Description:	
Registration Fee:	Yes No	Amount:	
GUEST(S)			
Guest:		Email address:	
Please indicate which of the following should be booked or reimbursed.			
Honorarium:	Yes No	Amount:	
Airfare:	Yes No		
Ground:	Yes No		
Lodging:	Yes No		
Meals & Incidentals:	Yes No		
ACCOUNTING			
Budget:			
Account(s):			
Co-Sponsorship(s): Please forward confirming emails to mbachman@ucdavis.edu			
ADDITIONAL NOTES:			