

## Event Requests for the Vice Chancellor for Equity & Inclusion's Calendar

This form should be used to request time on the Vice Chancellor for Equity & Inclusion's (VC-EI) calendar for events only. Please contact the VC-EI's office with questions related to your request at [villys@berkeley.edu](mailto:villys@berkeley.edu) or (510) 642-7294.

### **\*Required**

**Department or person requesting time on the Vice Chancellor's calendar:\***

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**Contact name and title, if different than above:**

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**Phone number:\***

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**Email address:\***

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**Name of event:\***

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**Location of event:**

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**Type of event:\***

- |   |  |
|---|--|
| <input type="checkbox"/> Development                    | <input type="checkbox"/> Forum           |
| <input type="checkbox"/> Alumni Relations               | <input type="checkbox"/> Student Related |
| <input type="checkbox"/> Government/Community Relations | <input type="checkbox"/> Graduation      |
| <input type="checkbox"/> Conference/Seminar             | <input type="checkbox"/> Gala            |
| <input type="checkbox"/> Other: _____                   |  |

**Event date & timeframe:\***

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Example: 06/08/2016, 10:00-11:00 AM

**Alternate event date & timeframe:**

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Example: 06/08/2016, 10:00-11:00 AM

**Expected number of guests and composition of audience:\*** \_\_\_\_\_

Please choose all that apply.

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Faculty      | <input type="checkbox"/> Donors/Alumni |
| <input type="checkbox"/> Staff        | <input type="checkbox"/> Students      |
| <input type="checkbox"/> Other: _____ |  |

**Description of event:\***

**Type of event:\***

Please choose all that apply.

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Dinner       |
| <input type="checkbox"/> Lunch     | <input type="checkbox"/> Ceremony     |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Other: _____ |

**Briefly describe the VC-EI's role at your event:\***

- |   |   |
|---|---|
| <input type="checkbox"/> Attending event but no speaking role | <input type="checkbox"/> Speaking role: Panel                         |
| <input type="checkbox"/> Speaking role: Welcome               | <input type="checkbox"/> Speaking role: Other (please describe below) |
| <input type="checkbox"/> Speaking role: Keynote               |   |

What is the expected duration of the VC-EI's speaking role? \_\_\_\_\_

**\* If the VC-EI has a speaking role, please submit talking points no less than 5 working days in advance of the event.**

**If the VC-EI has a speaking role, should the VC-EI acknowledge anything/anyone in specific?**

**Please indicate which of the E&I priorities your event aligns with or supports**

For internal E&I requests only

- Deepening campus-wide impact
- Supporting/highlighting the impact of our K-20 pipeline work (Undergraduate Diversity & K-12 Outreach)
- Strengthening/supporting internal E&I processes and structures
- Articulating the vision and plan for E&I strategic fundraising
- Supporting/collaborating with the visible and impactful body of research on equity and society on campus

**Please email this completed form to Villy Somthida, [villys@berkeley.edu](mailto:villys@berkeley.edu) & Sarah Yee, [sarah.yee@berkeley.edu](mailto:sarah.yee@berkeley.edu)**