

REQUEST FOR ASC SUPPORT FOR EVENTS

ASC is committed to assisting the Pitt community with events. Please submit this form and a proposed budget **at least two months** in advance of the event.

If the event is major (such as a conference or multi-day program), please submit **sixth months** in advance.

If the event is a cultural performance, please let ASC know **as soon as possible**; ASC requests at least two months in advance, although there may be times when opportunities are presented on short notice. Please fill out the relevant fields below, indicating whether you will or will not need ASC support for your event. Attach a proposed budget (please refer to the Event Budget template for help with this). ASC will contact you after your proposal has been discussed by the ASC staff. (Note: please be aware that there may be circumstances that limit our support, such as two conferences scheduled at the same time.)

Please submit both documents with your funding proposal using the link on the [Faculty Funding page](#).

Today's date:

Your email:

Your name:

Department:

Proposed Date(s) of Event:

Title of event:

Time or time frame of the event:

Approximate number of attendees:

Is the event in person? Hybrid? Fully Online? Please specify:

Nature of Event:

- Cultural Performance
- Reception
- Conference
- Lecture
- Film Screening
- Meeting
- Other (please specify)

Brief Description of Event:

Total Proposed Budget for Event:

Amount of funding requested from ASC:

Other sources of funding:

PERSONNEL SUPPORT REQUESTED FROM ASC:

Do you need help reserving a Venue/Room reservation?

Yes No

If Yes:

From: Date: Time:

To: Date: Time:

Do you need help ordering furniture, tables, and chairs, and the setup of rooms?

Yes No

Do you need help reserving a Green Room (for cultural performances)?

Yes No

Note: we don't set up the Green Room for performers.

Do you need help arranging/reserving travel?

Yes No

If Yes:

Approximate number of U.S. guests who will need airline reservations.

Approximate number of international guests who will need airline reservations and visas.

Car Services:

Do you need ASC to reserve a car to pick up/drop off visitors from the airport?

Yes No

Do you need help making hotel reservations?

Yes No

If Yes:

Approximate number of guests:

Do you need help with Catering/food service?

Yes No

University Catering:

Outside Catering:

Approximate number of guests for event catering:

Do you need help with meal reservations?

Yes No

Meal reservations at a restaurant for group meals: [Note: there is a limit of \$75 per person, including alcohol]:

Do you need welcome folders for keynote speakers?

Yes No

Note: we cannot prepare welcome baskets for special guests; we also cannot prepare folders for the entire group of guests/attendees.

Do you need help processing honoraria for speakers?

Yes No

[Note: Be aware that international speakers require a considerable amount of paperwork; international students cannot be given honoraria; graduate students may not be able to receive honoraria depending on their funding support. Also, former staff members cannot be given honoraria for up to a year after leaving the university; current staff members have to receive permission for supplemental pay. Also: we do not create honoraria letters.]

Contracts: ASC does not process third-party contracts for film screenings, instrument rental, and other event supplies not covered here.

Do you need help with processing payments?

Yes

No

Examples: per diem and travel reimbursements for keynote speakers; honoraria; travel; invoices.

Do you need help with advertising?

Yes

No

[Note: ASC can produce fliers for specific events after you have given ASC the information and images; ASC can also include announcements in the weekly e-newsletter. We no longer are able to advertise more broadly, such as in local newspapers.]

Event website/webpage creation and maintenance: ASC is unable to support this service.

Program design and printing: ASC is unable to support this service.

Event registration and correspondence with conference attendees: ASC is unable to support this service.

Will you need hands-on assistance on the day before or the day of the event?

Yes

No

Please specify assistance that is anticipated, number of staff requested, and number of hours requested of each person.

Examples: set up and breakdown of the event; event sign-in and tabling.

[Note: ASC staff are unable to do anything that requires transportation.]

Do you need ASC to set up or reserve technical equipment and assistance?

Yes

No

Do you need technical assistance for the event?

Yes

No

[Note: technical assistance must be approved well in advance because ASC has a limited number of staff who are able to provide technical assistance.]

Examples: microphones, special lighting, soundboard; recording of event; set up for a speaker; assistance with computer equipment; running a hybrid event (this takes several people); facilitating WiFi for attendees.

Please specify:

We recommend that you reach out to the Center for Teaching and Learning or to the Theater Department for technical needs. Note: ASC doesn't pick up and deliver or return technical equipment.

Do you need help facilitating any of the services below? (please note Yes or No for each)

Parking passes for on-campus parking:	Yes	No
Disability Resources & Services:	Yes	No
University Police:	Yes	No
Interpreter for guest(s) (Example: cultural performer who does not speak English very well or at all) :	Yes	No
Interpreter for workshop or event (Example: from Japanese to English for attendees) :	Yes	No

Are there any other services that you would like ASC to facilitate?

Proposals are reviewed at the beginning of each month, and faculty should hear about their application by the middle of each month. Proposals are not reviewed on an ad hoc basis.