UC San Diego
INSTITUTE OF ARTS AND HUMANITIES

IAH Event Planning Best Practices for Faculty

Faculty planning events with IAH support should follow the guidelines below to ensure successful and well-staffed public events.

1. Eligibility for Event Support

- IAH staff provide **logistical support for two public events per program per year**.

- A **public event** includes a speaker and guests (from on- or off-campus), and requires staff time for logistics, honoraria, or flyer creation.

- **Co-sponsored events** that involve only funding and basic promotion (no staff time) do *not* count toward your annual limit.

- For co-sponsored events between two IAH programs, one should take the lead in communicating with staff.

2. Event Planning Timeline

- To ensure adequate support, please follow the timeline below:
- **Event Request Form**

Task	Timeline Before Event
Submit Event Request Form	As soon as possible (10 weeks)
Book Event Room	8 weeks
Confirm date, time, and location	8 weeks (in-person), 4 weeks (virtual)
Speaker registration for honorarium	6 weeks
Book Travel (if applicable)	6 weeks
Draft of Flyer	6 weeks
Final Flyer	4 weeks
Flyer Posted on Newsletter/Websites/IG	4 weeks
Reserve Parking/Signage (if applicable)	3 weeks

3. Event Scheduling & Consultation

- **Always consult IAH staff** before confirming an event date to avoid conflicts and ensure availability.
- Complete the **IAH Event Request Form** early to initiate support.

4. Event Marketing & Flyers

- Maddie will design **all program flyers** to ensure UC San Diego branding is included.
- Flyers are shared on:
    - IAH website
    - Weekly IAH Event Listserv
    - Campus digital screens
    - IAH-affiliated student and faculty lists
- **Deadline** for flyer inclusion on the website and newsletter: **Thursday night at midnight** for the following week

5. Event Content and Appropriateness

- Events must have a **clear connection** to your IAH program to be promoted.
- Controversial topics? Please notify staff early so proper planning can occur.
- Use of program and IAH logos must be approved.

6. Catering & Venue

- IAH prefers to use **HDH Dining Delivers** or the **Faculty Club** for easier processing.
- Staff will secure an **on-campus venue** appropriate to your expected attendance. Early planning helps ensure availability.

7. Co-sponsored Events

- Notify staff early if co-sponsoring another event.
- IAH will:
    - Promote the event
    - Transfer funds as needed
    - **Not** coordinate logistics or staffing

8. Guest Speaker Meals & Reimbursements

- Faculty may arrange guest dinners themselves and submit reimbursement through Kuali.
- Provide:
    - Itemized receipts
    - Names/affiliations of attendees
    - Separate receipts for alcohol (only reimbursed from gift/endowment funds)

9. Additional Event Capacity

- Programs with over **$500,000 in endowed funds** may plan **up to six public events** per year.
- Additional staff support may be purchased for **$500 per event** beyond the included two.

10. General Recommendations

- Avoid peak months like **February and May** for better attendance and venue availability.
- Notify staff early if students will attend for **extra credit** or **class requirements**, as this affects capacity planning.

For questions or help, please reach out to Maddie or the IAH staff. We're here to support your vision and ensure impactful, well-run events.