

UCB History Faculty Event Timeline

**For a full list of instructions on planning an event at UC Berkeley - see [HERE](#).*

Date	Task	Notes
3-4 months out from your event	Inform history-events@berkeley.edu and history-finance@berkeley.edu that you are planning an event	At this point the History team will let you know specific guidelines for the event you are planning (based on campus policy).
3-4 months out from your event	(If applicable) Let history-finance@berkeley.edu know if you intend on paying a guest (speaker or participant) an honorarium	Your guests will need to be vendored in the UC Berkeley finance systems. <i>If your guest is a foreign national (anyone who pays taxes outside the US) we need to know as soon as possible as the lead time to vendor them can be significant.</i>
3-4 months out from your event	(If applicable) Hire a grad student to help with the logistics of your event (for pre-planning and day-of execution) - email history-hr@berkeley.edu	
3-4 months out from your event	Get a DBID from history-finance@berkeley.edu to book your speaker's flight	
2 months out from your event	Let history-events@berkeley.edu know your speaker's travel dates for hotel booking – <u>the history team will book the hotel for you</u>	
1-2 months out from your event	Let history-admin@berkeley.edu know about your event for publication	The history team will put your event on the calendar and on the website. We will also put your event flyers (if applicable) around the department.
1-2 months out from your event	Let history-events@berkeley.edu know about your catering	The History team can give you catering suggestions and will connect with your caterer to put the payment on the events credit card.

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