

History Event Instructions

This information is intended to guide UCB History department faculty and students in the planning of events.

Please note, if you have an overseas event and are planning to use any of your funds, please contact the finance team at history-finance@berkeley.edu BEFORE you begin planning.

See the event timeline [HERE](#)

- Determine the purpose of the event** - If you will have a guest speaker(s), coordinate with their team.

- Determine the intended audience for the event**
 - Is there a guest list or is the event open to everyone?
 - You will need to provide the events/finance team with the guest list or, if it's an open event, provide the event announcement.

- Determine event finances** - ALL event expenses will come out of your research funds, unless you have received additional funding. Identify the funding source, per-person cost, and all related expenses.
 - Budget template [HERE](#)
 - Put payment on the department's event card - fill out form [HERE](#)
 - Request a reimbursement [HERE](#)
 - [Receipts and Documentation](#) required for reimbursements
 - Honorarium for your speaker
 - Please note - Honorariums can have tax implications, but covering travel-related expenses is tax-free if reimbursed within 60 days after travels
 - Request an event sponsorship from the History department [HERE](#)
 - *Please note, if you have an international event and are planning to use any of your funds, please contact the finance team at history-finance@berkeley.edu BEFORE you begin planning.*

- Arrange for event support, if desired**

- You can request event help (pre-planning and onsite) from the department's events assistant. If you would like to request this, please contact history-events@berkeley.edu. Decided based on schedule availability.
- Many faculty pay grad students to assist with their events. You can start the hiring process [HERE](#).
- The History event manager is available for guidance and resources, but cannot assist with logistics.

Pick a date

- Make sure your event date doesn't conflict with any other previously scheduled History event, see calendar [HERE](#)
- Communicate the date to the events manager at history-events@berkeley.edu so the department is aware of it.

Reserve a venue

- You can request Dwinelle spaces [HERE](#)
- See additional Campus venues [HERE](#)
- Confirm disability info at your venue for guests
- If your event is happening overseas, contact history-finance@berkeley.edu **BEFORE** you begin planning.

Acquire required permits

- For food permits, see [HERE](#) (make sure you sign in with berkeley email address)
 - You can find additional information on permits and event safety [HERE](#).
- For alcohol permits, see [HERE](#). For additional policy information on serving alcohol, see [HERE](#).

Send out invitations or RSVP, if applicable

Secure a caterer

- Maximum per person amounts by meal type - for additional information, see [HERE](#). *Below are the maximum per person amounts allowed based on meal type effective on or after July 1, 2022.*
 - **Breakfast - \$31**
 - **Lunch - \$54**
 - **Dinner - \$94**

- **Light Refreshment - \$22**
 - ****Note:** these amounts include the cost of food and beverages, labor, sales tax, service and delivery charges. The cost of room rental, room set-up fees, media rental, and decorations, etc., are not included in the per-person costs unless these costs cannot be separated by the vendor.
 - You can view catering options [HERE](#)
 - Beverages - arrange these through your caterer, or prepare to provide them separately. If you are having alcoholic beverages, you must fill out the alcohol permit [HERE](#).
 - ***Make sure to clarify with your caterer if plates, utensils, napkins, and serving utensils are provided, or if you need to provide them.*
- Publicize your event**
- Send event info to history-admin@berkeley.edu for event publication
 - If you would like to be included in our weekly History Digest email and events calendar, please email at least two weeks prior to your event — include your location, date/time, speaker/presenters names, event sponsors, contact info, and a short description
 - A detailed History Digest guideline can be found [here](#)
 - Regardless of how an event is being publicized, an event contact is needed for information for ADA accommodation requests.
 - To have your event highlighted on our social media channels, please email history-admin@berkeley.edu to coordinate.
 - **Note: All event publicization is at the discretion of the department.**
- Create an agenda or schedule for your event**
- See schedule template [HERE](#)
- Determine Audio/Visual needs**
- You can request service with Berkeley A/V [HERE](#).
 - Check with your venue on what A/V services they provide.
- Determine any additional supplies or decorations needed for your event**
- Examples include: name tags, handouts, table decor, plates, napkins, utensils.
 - You can purchase supplies for your event through [BearBuy](#).

Flights and hotel information

- Book flights through the Connexus system [HERE](#). If you are not set-up already, email history-finance@berkeley.edu.
 - We can create a code (DBID) for your guest to book their own flights in the ConnexUC system - reach out to the finance team (history-finance@berkeley.edu) as soon as possible.
- When ready to book a hotel, reach out to history-events@berkeley.edu who can call & book using the department credit card.
 - Do NOT pay for a hotel using your own card.

Ground Transportation

- If your speaker will have a car, you may want to purchase a campus day parking pass - you can do so [HERE](#).
- Current rate of reimbursement is .67 per mile but to reimburse your guest, we will have to vendor them in the UC financial systems. This process can take up to 1 month.

Post-event communication

- If applicable, send your guests a thank you note/email.
- You can also send a post-event survey to gather feedback.