

Monthly Event Submission Protocol

Once a month DPI Networks should review and provide this information for any new, upcoming events to the DPI Program Coordinator, Gaby Meza (gmeza@support.ucla.edu).

1. Event Lead/contact person and email address:
2. Event Title:
3. Event Description (including purpose of the event):
4. Event Date (month day, year):
5. Event Location (Venue and address if applicable): *We encourage you to consider offering hybrid or virtual events when possible to increase the ability for more alumni to participate. We also advise that you record events when possible so that the event information can be shared more widely with alumni afterwards. Please ask event presenters and speakers for permission to record before doing so.*
 - a. Is the event virtual or hybrid? If so, how will the meeting link be provided to those who RSVP?
 - b. Do you need DPI to create a zoom meeting link?
6. Event Time (start and end):
7. Event Partners (i.e. outside groups / other networks):
8. We typically will create an RSVP/OLG link for your network event using the information you have provided above.
 - a. Paid RSVP (is Paid RSVP required?):
 - b. Will your network or another entity (e.g., UCLA Athletics) provide the RSVP link? If so, please share that link.
 - c. We will make sure the RSVP link is added to the event page and Facebook event.
9. Anticipated attendance/capacity:
10. Has the [insurance](#) form been completed?:
 - a. Please note you must complete the insurance form for all in-person events, whether on-campus or off-campus. The DPI team does not complete this form on your behalf.
 - b. Once this online form is completed, please send the DPI Program Coordinator a copy of the confirmation page – gmeza@support.ucla.edu.
11. Alumni will automatically create an event page on your alumni website and Alumni Facebook event unless the event is closed and you do not want this done. Please note if you **do not** want an event page or Facebook event created.
12. Will the event...
 - a. Serve food and/or alcohol?

- i. If you are serving food, please check with the DPI Program Coordinator to see if your preferred vendor is in the UCLA Bruin Buy system and if not, to discuss next steps for setting up the vendor.
 - ii. If you are serving alcohol, a licensed bartender is required. If underage people will attend the event, please ensure there is a system for checking IDs and providing wristbands to those 21+.
 - b. Have featured speakers?
 - c. Need specific electrical needs that may require additional power (e.g., catering equipment or musical instruments for a band)?
 - d. Be filmed?
 - e. Have dedicated photography?
 - f. Include outside media present? Please let the DPI team know 6 weeks in advance if an outside media source would like to attend your event and/or write about your event.
13. Does the event ...
 - a. Have any dedicated hashtags? (i.e. #UCLAalumni, #BruinProud etc.)
 - b. Provide accessibility accommodations?
 - c. Consider any other risk mitigation procedures or resources?

Tips to Help Make this Process Easier:

- Designate a single point of contact for all events within your own network (i.e. communications chair, events chair etc.)
- Develop a network calendar of recurring/signature events for the year
- Ask questions and update the DPI team if anything changes with your event

For Paid Events and Solicitations:

- If your network event will collect payment or have a giving component this information must be submitted 6 weeks in advance to allow for UCLA's Online Giving website to be created for the event in time for a marketing period. These submissions should include the following additions:
 - Breakdown of cost to attend / items or tickets being sold with pricing
 - What funds will go toward (i.e. scholarships, network operations fund etc.)
- If your network event will solicit for donations, this information must be submitted 8 weeks in advance to allow time to go through UCLA's solicitation review process. These submissions should include the following:
 - Breakdown of solicitation costs to attendee/donor
 - What funds will go toward (i.e. scholarships, network operations fund etc.)

- Note: If your network is planning to fundraise for a non-UCLA Foundation fund (i.e. external operations account or external scholarship fund) contact the DPI team (crosas@support.ucla.edu; dpacheco@support.ucla.edu) to discuss.