Attachment A: UCLA Approval Process for Major Events Flowchart

UCLA Policy 862 sets forth the process for the required review and approval for Major Events, and it is strongly recommended that you read the Policy prior to requesting a Major Event.

Requesting a Major Event by Affiliation

University Unit

Contact campus venue scheduler at a minimum of 15, preferably 20 working days to reserve location.

*Note: Reserving a campus venue does not guarantee or automatically approve the location or event.

↓

Complete the EOL Registration form that will be sent by the campus venue scheduler, who will initiate the EOL.

↓

Complete the major event security assessment form at least 15 working days prior to the event. Contact UCLAPD Special Events at 310-825-6543 or SpecialEvents@ucpd.ucla.edu to request form.

↓

Meet with the Campus Venue Scheduler at least 10 working days prior to event to review event details & logistics. Also, let the Events Office know who your rep will be to coordinate with Strategic Communications involving media organizations and publicity.

↓

Submit proof of insurance at least 10 working days to Insurance and Risk Management

↓

When the steps above have been completed, EOL will send a request to the department head for approval. Once approved, contact the Chancellor's designee (see attachment B) for final approval.
*Note: By approving the Major Event the department head has accepted the responsibility of the University Guarantor of the event.

↓

EOL will send the University Unit notification confirmation and the Chancellor's designee will email the University Unit the final approval

---

Registered Campus Organization

Contact SOLE advisor first, to discuss & obtain initial consent about the event scope, see Section IV.2a for more details.

↓

Contact campus venue at a minimum of 15, preferably 20 working days to reserve location.

*Note: Reserving a campus venue does not guarantee or automatically approve the location or event.

↓

The Authorized Representative of the RCO will fill out & complete the EOL Registration form that will be sent by the campus venue scheduler, who will initiate the EOL.

↓

Complete the major event security assessment form at least 15 working days prior to the event. Contact UCLAPD Special Events at 310-825-6543 or SpecialEvents@ucpd.ucla.edu to request form.

↓

Meet with Sole Advisor at least 10 working days prior to event to review event details & logistics. Let SOLE advisor know who your rep will be to coordinate with Strategic Communications involving media organizations & publicity.

↓

Submit proof of insurance at least 10 working days. See Section IV.2.h of Policy for details.

↓

When the steps above have been completed, the EOL will send a request to the SOLE Advisor for approval. Once approved, contact the Chancellor's designee (see attachment B) for final approval.
*Note: THE RCO requesting the event accepts the responsibility of the University Guarantor of the event.

↓

EOL will send notification to the RCO Authorized Rep notification of approval and the Chancellor's designee will email the final approval to the RCO Rep.

Non-Affiliate

Non-Affiliates must have a University Guarantor to schedule a Major Event on UCLA Property. See Section IV.3 of Policy, for approved University Guarantors.

↓

Once a University Guarantor has been established, contact campus venue scheduler at a minimum of 15, preferably 20 working days to reserve location.

*Note: Reserving a campus venue does not guarantee or automatically approve the location or event.

↓

The University Guarantor will complete the EOL Registration form that will be sent by the campus venue scheduler, who will initiate the EOL.

↓

Complete the major event security assessment form at least 15 working days prior to the event. Contact UCLAPD Special Events at 310-825-6543 or SpecialEvents@ucpd.ucla.edu to request form.

↓

Meet with the Campus Venue Scheduler at least 10 working days prior to event to review event details & logistics. Let the know who your rep will be to coordinate with Strategic Communications involving media organizations & publicity.

↓

Submit proof of insurance at least 10 working days See Section IV.3.h of Policy for details.

↓

When the steps above have been completed, EOL will send a request to the University Guarantor for approval. Once approved, University Guarantor will contact Chancellor's designee (see attachment B) for final approval.

↓

The University Guarantor will notify the Non Affiliate of approval.