**Internal Event/Guest Visitors Logistics and Support**

Email Melody the following information:

- Name of guest visitor
- Email address
- Index to be used for expenses
- Dates of travel and visit
- Itinerary draft of visit
- Purpose of visit (detailed justification for approval)

SUPPORT LOGISTICS PROVIDED for Internal Events/Guests Visitors – Task list details area of shared responsibility. Faculty responsibilities are bolded/italic. Melody non-bolded.

**Room Reservations**

- **Faculty ID needs, time, head count**
- Reserve space
- Provides logistical coordination if needed
- Monitors and supports University rules
- Process Room billing if needed

**Catering**

- **Faculty ID needs (number guests, catering needs, budget)**
- Order catering
- Provides logistical coordination during event (setup/cleanup)

**Airline booking and processes reimbursements**

- **Faculty ID dates of travel needed and times**
- Provides booking coordination for visitor/travel/hosting faculty
- Process paperwork and submits to Business office

**Hotel booking and processes reimbursements**

- **Faculty ID dates**
- Provides booking and coor/logistical info to visitors/hotel/hosting faculty
- Process paperwork and submits to Business office

**Parking accommodations and processes payment**

- **Faculty ID dates and any exceptions for guest**
- Provides logistical communication to visitor/faculty on location

**Personal Srv. Contract (PSC)**

- **Faculty ID honorarium and any additional expenses to include**
- Books hotel (using Phoenix or Excelsior Inn as primary)
- Processes PSC
- Coordinate paperwork/info with visitor (includes W9)
- Coordinate paperwork in Concur
- Books airfare using travel agent if needed
- Process and coordinate paperwork through appropriate business channels
- Confirm with UO Business when services provided for payment
- Process TE and billing paperwork when needed

**Faculty Responsible**

- Create budget estimate and obtain approval from appropriate budget and index owners for any expenses prior to visit or spending
- Create itinerary (for speakers, include date, time, location, class&title, building and room number, instructor and topic of talk)
- Coordinate taxi or pickup from Airport to School, School to Airport. Oregon Taxi is easiest. Call 541.434.8294. They will direct bill us. You will need guest name/cell, pick-up location for your guest.
- Responsible for lunch/dinner reservations
- Coordinate class visits
- Host guest during visit
- Create any marketing/PR slides:
  - see [https://sojc-dam.uoregon.edu/pages/home.php?login=true](https://sojc-dam.uoregon.edu/pages/home.php?login=true)
- Contact Andrea for any Social Media promotion
- Contact Lauren Wilcox if you are bringing an SOJC alumnus/a to campus