

TOYOTA LECTURE SERIES **PROCESS AND CHECKLIST**

- _____ Submit Visiting Artist Fund Request for approval
- Attempt to stay within a budget request of \$5,000 for all costs.
 - Include an artist bio, how their work relates to design, proposed lecture topics, etc. in rationale
 - Lectures usually occur on Wednesdays at 6:00 PM, but exceptions have been permitted
 - If possible, include a student activity (workshop, participation in crits, etc.)
 - Include \$600 for videotaping costs
- _____ Upon approval, contact the speaker and Academic Affairs and determine preferred dates; check R25 to avoid significant competing events on the same date
- _____ Once a date has been determined, reserve Wendell W. Anderson, Jr. Auditorium on R25
- Allow one hour for set up and tear down
- _____ Request the following information/documentation from the speaker
- Name as it appears on Driver's License and birthdate (for online airline reservations), as well as preferred airport
 - Short bio (up to 150 words)
 - Cell number
 - Completed W9 (send them a blank form; form can be found at Blackboard>Campus Offices>Business Services>Forms)
 - AV needs for presentation (Mac or PC? Bringing own computer or CCS provides? PowerPoint or Keynote? Imbedded video? Sound? Laser pointer/remote to advance slides? Preferred mic - lapel, ear, podium?)
 - Image to promote talk - 8.5" x 11" @300 dpi (jpg, pdf, or tif)
 - Professional title of the speaker (Vice President, International Design Consultant, etc.)
 - Formal title of the lecture (if they can't come up with one, "Toyota Lecture Series Presents ____" can always be used)
 - One sentence description of their talk
- _____ Complete event form (Blackboard>Campus Offices>Institutional Advancement >Event Form)
- Include AV information offered by the speaker
 - Assume 25 parking spaces will be needed for the general public
- _____ Forward the following to Katie Kunesh, J.P. Hayes, and Liz Klos
- Speaker's bio
 - Provided image to promote talk

- Professional title of the speaker (Vice President, International Design Consultant, etc.)
- Formal title of the lecture (if they can't come up with one, "Toyota Lecture Series Presents ____" can always be used)
- One sentence description of the talk
- JP Hayes will edit the R25 reservation to be sure the communication is properly posted on the CCS calendars, website (Toyota Lecture page, News and Events calendar, etc.)

_____ Develop an itinerary for the campus visit (see example)

- Make airline reservation after confirming flight reservation with speaker– if department does not have a credit card to use, send Katie Pasciolla the information (flight info, speaker's name as it appears on DL and birth date) to make the flight arrangements. If reserving a Delta flight, the College's Delta SkyBonus code is ESLE7
- Make lodging reservation at the Inn on Ferry Street (IOFS) (CCS account number 25; Queen Superior room; 313-871-6000)
- Determine transport to and from airport – if faculty are not available, make a reservation with Metro Cars (CCS account number 1403; 800-456-1701)
- Include logistical information in terms of who is responsible for taking speaker from one site to the next
- Include the speaker's cell number in the important number area, as well as the number for the Chair, the DA, the appropriate Dean, the IOFS, and Metro Cars (if applicable)
- Determine, in coordination with Liz Klos and Academic Affairs, who will be invited to dinner following the lecture
- Make the dinner reservation and include information (what name the reservation is under, phone and address of restaurant) on the itinerary
- Make any additional reservations as needed (lunches off-site or Sodexo in-house [budget code 2-8210-7600], R25 and event form for student event – if applicable, etc.)
- PLEASE NOTE: Please reference the CCS Travel and Entertainment Policy (Blackboard>Campus Offices>Human Resources>Policies and Procedures) and ensure all activities fall within policy guidelines

_____ Send completed draft itinerary to contact in Academic Affairs, Liz Klos, and Chair for final approval/revisions

- Once the itinerary is approved, send an email to all involved parties (including speaker) with a copy of the itinerary attached
- Send appointments to the calendars of all involved parties for events on the itinerary they are participating in
- Send a copy of the itinerary to Security and state that the visitor "will be accompanied by a CCS representative at all times when they are on campus".

_____ When Katie Kunesh sends promo material drafts, forward them to Academic Affairs contact and Chair for final approval/revisions

- Upon receiving approval, Katie Kunesh will send the bio and promo materials to the following:
 - Liz Klos for IA and Kate Lees so that they might set up an RSVP page, send eblasts to CCS community and donors in the weeks leading up to the lecture, and set up a page of the Toyota Lecture landing page of the CCS web site.
 - Sean Evans for flat screen upload
 - Michael Coleman for Student Weekly Email inclusion
 - Originating office coordinating lecture (academic department or Academic Affairs)

_____ Send an “All Staff” email with a copy of the poster and event information

_____ Request poster copies be made through the Imaging Center online print request (Blackboard>Campus Offices>Imaging Center>Printing-Laser Color Print Jobs)

- 25 copies
- 11” x 17”
- Card stock
- Budget code: 2-8210-7211

_____ Hang posters on both campuses, holding one for the speaker (give to him/her when they arrive). A Student Affairs “Approved for Posting” stamp will not be needed as the poster footer will include the required information

_____ Contact Charlie Grover in AV to confirm that he is taping the presentation (he acts as an independent vendor in doing this); request 4 copies of the DVD

- Tell him to send you the invoice (\$600 charged to 2-8210-5600)

_____ Once the event has taken place, complete the following payment requisitions and forward them to Academic Affairs for approval

- Honorarium for the speaker (2-8210-7905)
- Payment for the Inn on Ferry Street (2-8210-7600)
- Payment for Metro Cars (if applicable) (2-8210-7600)
- Payment for DVDs (\$600 to 2-8210-5600) - Charlie will send invoice
- Reimbursement/Credit card reconciliation for dinner (2-8210-7600)
- The budget code to use for the flight (whichever credit card is used) is 2-8210-7600

_____ Disseminate DVDs from AV as follows:

- One is sent to the speaker
- One is sent to the Library
- One is kept by the Department
- One is sent to Academic Affairs

Tim Flattery
Toyota Lecture Series Speaker
April 8 - 9, 2015

Wednesday, April 8, 2015

Flight

Depart LAX at 7:15 AM

Arrive DTW at 2:44 PM

Delta 1506

Pick-Up location: Baggage Claim – Metro Cars representative will be by carousel #6 with sign

Metro Cars Confirmation number: 11971

Metro Cars Phone Number: 800-456-1701

Inn on Ferry Street Registration

4:00 PM

Reservation Confirmation number: 88718

84 East Ferry, Detroit; 313-871-6000

CCS Representative: Dayna Davis will meet Mr. Flattery in the parlor of the main house at the Inn on Ferry Street

Introduction to Entertainment Arts Faculty and Ford Campus Tour

4:00 – 5:00 PM

CCS Representative: Dayna Davis

Presentation Preparation

5:00 – 6:00 PM

Location: Wendell W. Anderson, Jr. Auditorium

CCS Representative: Christa Deneau and Dayna Davis

Toyota Lecture Series Presentation

6:00 – 7:30 PM

Location: Wendell W. Anderson, Jr. Auditorium

Dinner with CCS Representatives

7:45 – 9:30 PM

Location: Antietam, 1428 Gratiot Avenue, Detroit, MI; 313-782-4378

Reservation will be under “Tim Flattery”

CCS Representatives: Rick Rogers, Sooshin Choi, Vince Carducci, Josh Harrell, Dayna Davis, Dave Bentley, Steve Stanchfield, and Scott Northrup

Thursday, April 9, 2015

Participation in Digital Character Sculpting course taught by Assistant Professor David Bentley

9:00 – 11:30 AM

Location: W010

Lunch with Undergraduate Studies Dean Vince Carducci and Entertainment Arts Faculty

11:30 AM – 1:00 PM

Location: W302

CCS Representatives: Vince Carducci, Josh Harrell, Dayna Davis, Dave Bentley, Steve Stanchfield, and Scott Northrup

Transport to Airport

1:00 – 2:00 PM

CCS Representative: Josh Harrell

Flight

Depart DTW at 3:49 PM

Arrive LAX at 6:00 PM

Delta 1248

Important Numbers

Tim Flattery:

Josh Harrell, Interim Chair and Assistant Professor, Entertainment Arts Department:
313-664-7847 or 714-809-2601

Dayna Davis, Entertainment Arts Department Administrator: 313-664-7698 or 734-272-8961

Ashlei Watson, Coordinator – Undergraduate Studies: 313-664-1485 or 313-530-6924

Vince Carducci, Dean of Undergraduate Studies: 313-664-1488 or 248-376-6675

Inn on Ferry Street: 313-871-6000

Metro Cars: 800-456-1701

PLEASE NOTE: The above is a sample/template – the “Important Numbers” should include those for the appropriate Chair, Department Administrator, Dean, and Coordinator