

Visiting Candidate Checklist

Candidate _____

Current Institution _____

Date(s) of Visit _____

General

- _____ Reserve Seminar Room
- _____ Secure private office space for candidate if possible
- _____ Media Equipment ordered
- _____ Reserve Hotel (Non Smoking?) Trip #
- _____ Make meal reservations
- _____ Prepare Travel form w/visitors name
- _____ Order Refreshments (Food & Ent. Form in Cruzbuy) P.O.#
- _____ Email order, get \$\$ amount, prepare Cruzbuy Requisition and get PO#, catering@ucsc.edu or 459-4600 then email PO# to catering

Correspondence to Candidate

- _____ Initial email/letter/call to candidate
- _____ Schedule visit, request title and abstract for talk
- _____ Confirmation letter
- _____ Send with letter: UCSC information packet (order from APO 459-5779)
- _____ Payment Data Form (have it ready to sign)
- _____ Post Travel Form (have it ready to sign) Get signed before the visitor leaves
- _____ VISA form and copy of I94 form from passport, if visitor is not a US citizen

Appointment Schedule

- _____ Schedule time w/Dean
- _____ Arrange agenda/itinerary
- _____ Schedule time on search committee calendars
- _____ Distribute to everyone on agenda w/visitor's *Curriculum Vitae*

Abstract

- _____ Requested from candidate
- _____ Received and formatted
- _____ Posted on web page
- _____ Reminder sent
- _____ Advertise seminars

Day of Event

- _____ Media set-up in seminar room
- _____ Check refreshment delivery