

UTHSA SCHOOL OF NURSING PLANNING CHECKLIST

This form is used to coordinate activities for events and visitors to the School of Nursing. Prior to the start of any event/visit, etc., the responsible/contact persons should complete this form in conjunction with all HSC required forms. This planning document is designed to help guide the process and is not an all-inclusive document.

EVENT DATE		EVENT TIME	
Estimated Number Attendees		Contact Email	
Person Responsible for Event/Visit		Contact Phone 2	
Contact Phone 1			

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Financial Information	Answer
10. How is this event being funded? Which PIDs do you intend to use?	5 H I H U W W H F & % X V L Q H V \ X C S G I D U B X S 3 R O L F L H V
1 . : K D W P H F K D Q L V P Z L O O E H X V H G W R F D S S O L V W R I D W W H Q G H H V O L V W R I D W W H Q G H H V Z L O O E H U H T X L U H G ([5 6 9 3 O L V W V L J Q L Q V K H H W H W F	W X U H O L V W R I D W W H Q G H H V I R U S D \ P H Q W R I F D W H U L Q J V H U Y L F H V
1 . Do you anticipate expenses exceeding \$2,500?	
<p>D HSC Requirements for Official Functions and Entertainment https://uthealthsa.sharepoint.com/RAC/Documents/HOP/Chapter06/6.1.6.pdf Required Approvals:</p> <ul style="list-style-type: none"> • Expenses up to \$2500 require approval of department head with budget authority over the funds being used. • Expenses between \$2500 and \$5000 require advance approval of the Dean or Vice President. • Expenses over \$5000 require advance approval of the President or Vice President and Chief Financial Officer. <p>E HSC Payment Request - https://uthealthsa.sharepoint.com/RAC/Documents/HOP/Chapter06/6.1.5.pdf</p> <p>F HSC Requirements for Payment Request - https://uthealthsa.sharepoint.com/RAC/Documents/HOP/Chapter06/6.1.10.pdf</p> <p>G Advance approval must be obtained prior to the contract finalization or engagement of (1) consultants and (2) persons other than employees (except for patients in research studies). The University is required by the federal government to check all perspective individuals described above at a minimum against the Office of the Inspector General's (OIG's) Program Exclusion Report and the General Services Administration's (GSA's) List of Parties Excluded from Federal Procurement and Non- Procurement Programs. In order to perform such checks, forms must be delivered to the approving offices at least five (5) working days prior to the commencement of the services to be performed. - https://uthealthsa.sharepoint.com/RAC/Documents/HOP/Chapter06/6.1.4.pdf</p>	
SON EVENT PLANNING CHECKLIST	
It is the responsibility of the requesting office/center to coordinate all activities related for the event/visit. Below is a list of agencies/offices that, as a minimum should be coordinated with prior to the event/visit.	Contact
SON Business Office	210-567-5801 / 210-567-5888
SON Office of Faculty Excellence	210-567-5785
SON Office of Nursing Research	210-567-8188
SON Office of Admissions	210-567-0341
SON Office of Academic \$ I I D L U V	210-567-5810
SON Practice & Engagement	210-567-5927
Center for Simulation Innovation (CSI)	210-567-5862 / 210-567-5073
It is the responsibility of the requesting office/center to coordinate all activities related for the event/visit. Below is a list of agencies/offices that may need to be coordinated with prior to the event/visit. See the Services Catalog under My Service Center to submit requests:	Contact
K W W S V X W K V F V D W H D P G \ Q D P L [F R P 7 ' & O L H Q W 3 R U W D O 5 H T X H V W V 6 H U Y L F H & D W D O R J	
Room Scheduling http://uthscsa.edu/fsprec/scheduling.asp	210-562-5695
Room Setups https://uthscsa.teamdynamix.com/TDClient/2009/Portal/Requests/ServiceCatalog?CategoryId=14884	210-567-2935
Security https://uthscsa.teamdynamix.com/TDClient/2009/Portal/Requests/ServiceCatalog?CategoryId=14902	210-567-2800
Catering I R \$ / 7 & L W O D G R C 6 H U Y L F H V http://uthscsa.catertrax.com/ \$ S S U R Y H G & D W H U H S V O K W M H D O W K V D V K D U H S R L Q W F R P % X V L Q H V V 6 & O 3 D J H V % 8 6 , 1 (6 6 & 2 1 7 5 \$ & 7 6 3 \$ * (6 % 8 6 , 1 (6 6 & 2 1 7 5 \$ & 7 6 & R Q W U D F W V D V S [210-567-0766
Special Event Parking https://www.uthscsa.edu/police/parking	210-562-7275
AV & Video Conference https://ims.uthscsa.edu/services_solutions/academic_services_av.aspx	210-450-0200
Housekeeping and Event Services https://ww2.uthscsa.edu/facilities/housekeeping.asp	210-567-2936
Creative Media https://uthealthcreative.com/services/photography/	210-567-2250

Please notify Maria Dominguez Cay via email at dominguezcay@uthscsa.edu of the event name, date/time, and location for the SON Dean's operational awareness.