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
______ 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