

## University of the Pacific Presidential Inaugural Series

### Request for Proposals

The President's Inaugural Program Planning Committee seeks Proposals for existing (already planned) and/or new scholarly, cultural, or creative talks, presentations, performances, or demonstrations which will highlight the University's unique strengths and distinctiveness, and be appropriate to celebrate the University and the beginning of Dr. Pamela Eibeck's presidency. Approximately five to seven events will be selected to enhance the visibility of the University to both internal and external audiences. These events will be in addition to a "welcome event" hosted by the Board of Regents on Wednesday, October 7, 2009, and a formal installation ceremony, on Friday, March 19, 2010. The selected events will be scheduled throughout the 2009-2010 academic year, promoted and announced as a distinct "**Presidential Inaugural Series,**" with the goal of educating and involving students, faculty, staff, alumni and community through a celebration of the University, its history and traditions, its robust strength today, and its promising future as reflected in *Pacific Rising*.

Proposals should be endorsed by deans and/or administrators with budgetary authority and, whenever possible, involve collaboration among departments and the three University of the Pacific campuses. Proposing units will be responsible for producing the event, with appropriate assistance from other University offices. Funding may be allocated to support selected events. Proposals and further questions may be addressed to [inauguralevent@pacific.edu](mailto:inauguralevent@pacific.edu); answers to "Frequently Asked Questions" will be distributed as inquiries are received. For more information on inaugural events, please see [www.pacific.edu/president](http://www.pacific.edu/president).

The Committee is working to achieve selection of these proposals on a rapid schedule:

August 24	Advance e-notice of RFP process through E-News
August 25	Review proposal process
September 1	Circulate RFP
September 15	Final submission of proposals (by e-mail only) to <a href="mailto:inauguralevent@pacific.edu">inauguralevent@pacific.edu</a>
September 15-30	Committee review and recommendation of proposals to President
October 1	Announcement of proposal selection; finalization of event schedule
Subsequent	Coordination of implementation of proposals

### Requirements for Proposals

1. **Submission Format:** A maximum two-page narrative summary, addressing each of the following points and providing background, relevance and scope of the talk, presentation, performance, or demonstration, and an explanation of why it is appropriate as a Presidential Inaugural Event. Please describe how the President will participate in the Inaugural Series event, including any related pre- or post-event functions.
2. **Mission, value and distinctiveness:** Details of how the proposal will help to showcase unique Pacific qualities (e.g. responsible leadership, commitment to the local and global community; superior academic experience; a "practice ready" education).

3. Audience/Participants: A description of the intended audience, and the participants and collaborations involved. Not every proposal will focus on all constituents (i.e. students, faculty, staff, alumni, and community), but as a group the Series should involve all constituents as participants and audience members.
4. Financial Needs: A description of available budget and any additional funding needed. As appropriate, supplemental funding may be allocated to support a proposed program.
5. Other Resource Needs: A description of anticipated non-monetary required resources (e.g. space, vendors, consultants, faculty/staff resources, computer/IT needs, work study student time, etc.).
6. Schedule: Proposed timing for the proposed event, including planning, approval, event date, post-event processes and the time required for the actual event itself.
7. Organizers, Participants and Sponsors: The names and contact information of those who will organize the event, as well as the dean(s) or other University official(s) with budget authority who has(have) agreed to (co-)sponsor the event.

#### Committee Members

Elizabeth Rindskopf Parker, Dean, McGeorge School of Law, Chair

Margee Ensign, Dean, School of International Studies

James Hetrick, Professor

Giulio Ongaro, Dean, Conservatory of Music

Jean Purnell, Executive Assistant to the President and Secretary to the Board of Regents

Dan Shipp, Assistant Vice President for Leadership & Recreation

Ashley Stubblefield, President, ASUoP

Cynthia Weick, Professor