



## Ronald W. Reagan Presidential House Event Protocols

The following protocols and guidelines will be used when an event is to take place at the Ronald W. Reagan Presidential House:

- The department requesting his participation should first contact, Valeria Espina, Assistant Director of Administrative Services (ADAS) in the Office of the President, in order to select dates(s). Once chosen, the department must complete the attached **Event Request Form (ERF)**.
  - **NOTE: Though dates are held, the president's participation is not confirmed until the ADAS emails you confirmation.**
- Once confirmed, the final ERF will be forwarded to Olga Hernandez, the Manager of Operations & Events at Reagan House (House Manager), who will reach out to discuss logistics.
- The initiating department will incur **ALL** expenses for the event. These include, but are not limited to, catering, linens, flowers, police, parking and photography. Note: All catering – despite funding source – must be provided by one of the Reagan House's preferred caterers.
- The initiating department will draft the invitation. *Please email Claudia Gonzalez, Assistant Chief of Staff (ACOS) for approved invitation template.* Thereafter, the proposed invitation should be emailed back to her for review and approval prior to dissemination. The initiating department is responsible for sending invitation, follow-up invitations and confirmation emails (to include directions to RH) to all confirmed guests.
  - For events of 20 and under, invites should go out no later than 2 weeks prior.
  - For large-scale events, invites should go out 4 weeks prior.
  - Please allow at least one week for the President to review and approve the draft invitation.
- The initiating department must put together the proposed guest list, with all fields filled out, for the ACOS and President to approve. *Please email ACOS for approved guest list template.*
- The initiating department is responsible for creating nametags for all confirmed guests. Please note that we have the inserts at RH for the cards to be placed in. *Please email ACOS for approved nametag template.*
- The initiating department **must** designate a contact person and provide necessary support staff to work prior, during and after the event. Required staffing roles (i.e. greeter, registration, etc.) will be provided by the House Manager. Corresponding staff assignments will be up to the requesting department, but a final list of assignments must be provided to the House Manager no later than 2 business days prior.
- President Rosenberg will be briefed internally approximately 7 days before event. As such, we will require you to provide the following a week prior to event: an event program, guest list, bios for VIPs on guest list, background on the event (ex. purpose or goal), and if the President is requested to speak, detailed speaking points. If updates to the original submission occur, a final version of all documents should be received electronically by Valeria by close of business the business day prior to event.

**ADVANCEMENT UNITS:** *For Advancement areas, including Development Officers, please use the Advancement request form and submit to SVP Howard Lipman's office for approval.*

### Office of the President Contacts:

- *For Scheduling and Briefings:* Valeria Espina, Assistant Director of Administrative Services ([vespina@fiu.edu](mailto:vespina@fiu.edu))
- *For Invitations/Presidential Approvals/Protocols:* Claudia Gonzalez, Assistant Chief of Staff ([clgonzal@fiu.edu](mailto:clgonzal@fiu.edu))
- *For Logistics:* Olga Vázquez, House Manager ([hernando@fiu.edu](mailto:hernando@fiu.edu))



# Office of the President

FLORIDA INTERNATIONAL UNIVERSITY

## Ronald W. Reagan Presidential House Event Request Form (ERF)

Event Name: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

Contact Person (Name and Title): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_ Approximate Number of VIP Guests: \_\_\_\_\_

Budget Provided by: \_\_\_\_\_ Max. Budget: \_\_\_\_\_

Name and Affiliation of Participants:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

President's Role at Event:  
\_\_\_\_\_  
\_\_\_\_\_

Person Preparing President's Remarks: \_\_\_\_\_

**\*Note\***

- Kindly remember that you are required to provide the following a week prior to event: an event program, guest list, bios for VIPs on guest list, background on the event (ex. purpose or goal), and if the President is requested to speak, detailed speaking points. If updates to the original submission occur, a final version of all documents should be received electronically by Valeria by close of business the business day prior to event.

Upon action on this request, the Office of the President will contact the Contact Person designated on this ERF via e-mail to confirm/deny/change event date.



# Office of the President

FLORIDA INTERNATIONAL UNIVERSITY

## Ronald W. Reagan Presidential House Event Request Form (ERF)

Please check only those items that apply to your specific event:

- Invitations**
  - Date sent: \_\_\_\_\_
  - Specifications: \_\_\_\_\_
- Catering**
  - Approved Vendor: \_\_\_\_\_
  - Specifications: \_\_\_\_\_
- Alcohol**
  - Specifications: \_\_\_\_\_
- Flowers**
  - Specifications: \_\_\_\_\_
- Photography**
  - Specifications: \_\_\_\_\_
- Entertainment**
  - Specifications: \_\_\_\_\_
- Public Safety:**
  - Specifications: \_\_\_\_\_
- Parking and Transportation:**
  - Specifications: \_\_\_\_\_
- Audio/Visual**
  - Specifications: \_\_\_\_\_
- Other**
  - Specifications: \_\_\_\_\_

**\*Note\***

- **Kindly remember that you are required to provide the following a week prior to event: an event program, guest list, bios for VIPs on guest list, background on the event (ex. purpose or goal), and if the President is requested to speak, detailed speaking points. If updates to the original submission occur, a final version of all documents should be received electronically by Valeria by close of business the business day prior to event.**

**Upon action on this request, the Office of the President will contact the Contact Person designated on this ERF via e-mail to confirm/deny/change event date.**