

UCLA Library Special Collections
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Title: Office of Special Events and Protocol. Event files.
Identifier/Call Number: University Archives Record Series 767
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 31 linear ft.(31 cartons)
Date: 1989-2011
Abstract: Record Series 767 contains the event files of the UCLA Office of Special Events and Protocol. Materials include budget, guest lists, examples of printed materials, and correspondence with vendors.
Creator: Special Events and Protocol, Office of.
Access
COLLECTION STORED OFF-SITE AT SRLF: Open for research. Advance notice required for access. Contact the UCLA Library Special Collections Reference Desk for paging information.
EXCEPTION: UCLA Campaign Kickoff and Campaign Celebration dinner files (Box 13) are closed until the year 2029, 25 years after date of most recent file.
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Preferred Citation
[Identification of item], Office of Special Events and Protocol. Event files (University Archives Record Series 767). UCLA Library Special Collections, University Archives.
Historical note
Scope and Content
Record Series 767 contains the event files of the UCLA Office of Special Events and Protocol.
Dates on folders refer to the date of the event. Event documentation usually includes sections on budget, guest lists, examples of printed materials, and correspondence with vendors.
This is an active Record Series; additional University records are expected to be added.
UCLA Catalog Record ID
UCLA Catalog Record ID: 5837217

| Box 1 | Academic convocation. 1989 Apr 07. |
| Box 1 | Academic convocation. Final expenses. Royce Hall. 1989 Apr 07. |
| Box 1 | Academic convocation. General planning. 1989 Apr 07. |
|       | General note |
|       | Lauro F. Cavazos (keynote speaker), Secretary of Education. U.S. Department of Education. |
| Box 1 | Academic convocation. Invitation list, guest lists. 1989 Apr 07. |
|       | Extent: 3 folders |
| Box 1 | Academic convocation. Printed material. 1989 Apr 07. |
| Box 1 | Academic convocation. Procession. 1989 Apr 07. |
|       | Extent: 2 folders |
| Box 1 | Advancement academy seminar. 2002 Spring. |
| Box 1 | Murphy, Franklin D. Seventy-fifth (75th) birthday celebration. 1991 Oct 06. |
|       | Extent: 2 folders |
Extent: 2 folders

Extent: 2 folders

Extent: 3 folders

Extent: 4 folders

Regents meeting. 2000 Nov 15-16.
Extent: 4 folders

Alquist fiscal retreat. 2002 Feb 07-09.
Extent: 2 folders

Alquist fiscal retreat. cancelled. 2001 Feb 01-03.
Extent: 2 folders

Extent: 2 folders

Extent: 3 folders

Regents Joint Committee Meetings. 2002 Feb-Oct.
Extent: 2 folders

Regents Joint Committee Meetings. 2003 Jan-Nov.
Extent: 2 folders


Regents meeting. 2002 May 14-16.
Extent: 4 folders

Regents meeting. 2002 Jan 16-17.
Extent: 5 folders


Extent: 5 folders

ECO-Heroes Appreciation Rally. 1999 Jun 01.

ELIA Reception. 2003 Dec 03.

Faculty Research Lecture. Zipursky, Dr. Larry. 2003 Jan 29.
Extent: 2 folders

Foundation Retreat. 2001 May 04-06.
General Physical Description note: 7 folders
| Box 3 | Lecture. Lazareff, Dr. Jorge. 2002 Nov 25. | Extent: 2 folders |
| Box 3 | Lecture. Stone, Jean and Irving. 2001 Apr 16. | Extent: 3 folders |
| Box 3 | Regents Dinner. 2005 Mar 15. |
| Box 3 | Regents meeting. 2005 Mar 16-17. | Extent: 5 folders |
| Box 3 | Regents meeting. 2004 Nov 16-17. | Extent: 4 folders |
| Box 3 | Welcome Reception. Gilliam, Franklin D. 2002 Sep 30. | Extent: 3 folders |
| Box 4 | Faculty Research Lecture. Donnan, Christopher. 2003 Apr 03. | Extent: 2 folders |
| Box 4 | Faculty Research Lecture. Ghez, Dr. Andrea M. 2003 Oct 30. | Extent: 3 folders |
| Box 4 | Faculty Research Lecture. Goldberg, Robert. 1999 Dec 02. | Extent: 2 folders |
| Box 4 | Faculty Research Lecture. Herschman, Harvey. 2000 Nov 29. | Extent: 3 folders |
| Box 4 | Faculty Research Lecture. Jacob, Dr. Margaret. 2004 Apr 15. | Extent: 3 folders |
| Box 4 | Faculty Research Lecture. Kaback, Dr. H. Ronald. 2004 Oct 14. | Extent: 3 folders |
| Box 4 | Faculty Research Lecture. McClary, Susan. 2002 Apr 04. | Extent: 2 folders |
| Box 4 | Faculty Research Lecture. Pateman, Carole. 2001 Apr 18. | Extent: 2 folders |
| Box 4 | Faculty Research Lecture. Phelps, Dr. Michael E. 2001 Oct 09. | Extent: 2 folders |
| Box 5 | Chancellor Young tribute dinner. 1997 Feb 26. | Extent: 2 folders |
| Box 5 | Chancellor's Freshman address and reception. 1990 Oct 11. |
| Box 5 | Clark Kerr Lecture Series with Harold Shapiro. 2003 Mar 12. | Extent: 3 folders |
| Box 5 | College of Letters and Science awards dinner. 1993 Oct 28. | Extent: 2 folders |
Box 5  Daniel Pearl Foundation concert. 2002 Dec 05.
   General note
   Special Events and Protocol consulted on this event and it was cancelled. File includes rental
   information and correspondence.

Box 5  Distinguished Student reception. 2000 May 19.
   Extent: 2 folders

Box 5  Distinguished Student reception. 2001 May 22.
   Extent: 2 folders

Box 5  Faculty Award reception. 1996 Dec 19.
   Extent: 2 folders

Box 5  Faculty Honors reception. 2003 Feb 25.
Box 5  Internet@UCLA, thirtieth (30th) Anniversary of the. 1999 Sep 02.
Box 5  Jack O’Connell Inaugural celebration. 2003 Jan 16.
Box 5  Jacoby International Award Dinner. 2001 Apr 17.
   Extent: 3 folders

Box 5  Jacoby International Award Dinner. 2002 May 08.
   Extent: 3 folders

Box 5  Low level radioactive waste advisory group meeting. 2000 Apr 03.
Box 5  Mellon Foundation meeting. 2003 Spring.
   General note
   Special Events and Protocol consulted on this event and it was cancelled. File includes
   correspondence.

Box 5  Regents Investment committee meetings. 2004.
Box 5  UCLA School of Medicine dinner honoring Chancellor Young. 1997 May 30.
Box 5  Young Alumni Reunion. Production book. 2003 May 03.
Box 6  1010 Westwood Center opening celebration. 2001 Nov 08.
Box 6  CASE Media Fellowship conference. 2002 Apr 29-May 02.
Box 6  Dean Afifi retirement dinner. 2000 Jun 02.
   Extent: 3 folders

Box 6  First Century Society tea. 2001 Apr 09.
   Extent: 2 folders

Box 6  First Year Screening. 2002 Apr 18.
   Extent: 3 folders

Box 6  Leadership symposium. 2002 Nov 01-03.
   Extent: 4 folders

Box 6  Mahathir, Prime Minister of Malaysia visit. 1997 Jan 14.
Box 6


General note
Written by Massachusetts Institute of Technology (MIT).

Box 6

Samueli, Henry and Susan ... UCLA celebrates (Orange County dinner). 2000 Sept 22.

Extent: 3 folders

Box 6

Tipper Gore event. 1999 May 07.

Box 6

UCLA seventy-fifth (75th) anniversary weekend. 1994 May 20-23.

Extent: 2 folders

Box 6

UCLA/RAND signing ceremony. 2002 Sep 05.

Extent: 2 folders

Box 7


Extent: 4 folders

General note
Folder 4 contains a CD with "Parents' Weekend 2004" written on it, in addition to "Pregame".

Box 7


Box 7

Faculty Honors Reception. 2000 Jun 07.

Box 7

Faculty Honors Reception. 2002 Jan 29.

Extent: 2 folders

Box 7


Extent: 2 folders

Box 7


Extent: 3 folders

General note
Lecture presented by Chancellor Albert Carnesale.

Box 7


Extent: 2 folders

Box 7

VANiversity breakfast. 2004 Dec 09.

Box 7

Young Alumni Reunion. 2002 May 04.

Extent: 6 folders

Box 7

Young Alumni Reunion. 2003 May 03.

Extent: 6 folders

Box 8


Extent: 2 folders

Box 8


Extent: 5 folders

Box 8


Extent: 3 folders

Box 8


Extent: 4 folders
Extent: 4 folders

Extent: 4 folders

Extent: 4 folders

Box 9  Chancellor's Pregame Party. 2002.
Extent: 4 folders

Extent: 5 folders

Extent: 2 folders

Extent: 2 folders

Extent: 2 folders

Extent: 5 folders

Extent: 6 folders

Box 9  Chancellor's Residence events. 2003 Oct-Nov.
Box 9  Chancellor's Senior reception. 1996 May 30.
Box 9  UCOP meeting. 2004 Dec 13.
Extent: 10 folders
General note
Includes 2 staff t-shirts and 2 gift bags distributed to parents.

Extent: 6 folders

Extent: 8 folders

Box 11  Los Angeles Times Festival of Books. 1999 Apr 24-25.
Extent: 5 folders

Extent: 4 folders

Extent: 4 folders
Box 11  
**Los Angeles Times Festival of Books. Volunteer component. 2001 Apr 28-29.**  
Extent: 3 folders

Box 11  
**Los Angeles Times Festival of Books. Volunteer component. 2002 Apr 27-28.**  
Extent: 2 folders

Box 11  
**Los Angeles Times Festival of Books. 2002 Apr 27-28.**  
Extent: 5 folders

Box 11  
**Los Angeles Times Festival of Books. 2004 Apr 24-25.**  
Extent: 2 folders

Box 11  
**Los Angeles Times Festival of Books. 2003 Apr 26-27.**  
Extent: 2 folders

Box 12  
**Rediscover UCLA. 2005 Nov 19.**  
Extent: 3 folders

Box 12  
**Rediscover UCLA. Foundation retreat. 2005 Feb 26.**  
Extent: 4 folders

Box 13  
**Campaign Celebration Dinner Royce 1989. 1989 Apr 8.**  
Extent: 8 folders  
Scope and Contents note  
These folders include newspaper clippings, final expenses, guest lists, printed materials and thank you’s.  
General note  
FILES CLOSED until 2029 (twenty-five years)

Box 13  
**UCLA Campaign Kickoff Royce 1997. 1997 May 17.**  
Extent: 8 folders  
General note  
FILES CLOSED until 2029 (twenty-five years)

Box 14  
**75th and 125th Anniversary files. 1994 May 17.**  
**75th Anniversary Convocation files. 1994 May 20.**  
Extent: 10 folders  
Scope and Contents note  
Includes slides, photographs, pictures, diskettes, cue book, printed materials and event press coverage summaries.  
General note  
Convocation included U.S. President William "Bill" Jefferson Clinton.

Box 14  
**75th Anniversary Convocation video. 1994 May 20.**  
General Physical Description note: 1 vhs tape

Box 14  
**Academic convocation. 1991-1994.**

Box 14  
**Campaign celebration dinner files. 1989 Apr 08.**  
Extent: 9 folders  
Scope and Contents note  
Includes script, printed materials, photos, guest lists, expenses and correspondence.

Box 14  
**Campaign Connection magazine. 1989.**
Box 14 Regents subcommittee meeting/conference calls. 1995-1996.
Box 14 UCLA Campaign brochures packets.
    General Physical Description note: 2 packets
    Scope and Contents note
    Blue packets not housed in folders.
    Extent: 10 folders
    Scope and Contents note
Box 14 UCLA Campaign speaker’s remarks. 1984 Nov 09.
Box 15 Bohnett Cyber Center ribbon cutting. 2005 Jan 13.
    Extent: 2 folders
    Extent: 2 folders
Box 15 Chancellor’s Holiday open house. 2000 Dec 07-08.
Box 15 Chancellor’s Holiday open house. 2001 Dec 06-07.
Box 15 Chancellor’s Holiday open house. 2002 Dec 10-11.
Box 15 Children Uniting Nations benefit event. 2005 Fall.
    General note
    Folder title includes "cancelled".
Box 15 Donor Recognition dinner. 1999 Jun 11.
    Extent: 2 folders
    General note
    Folder title includes "cancelled".
Box 15 Faculty Research Lecture. Dr. Carroll B. Johnson. 2005 Apr 26.
    Extent: 2 folders
Box 15 Faculty Research Lecture. Dr. Eli Yablonovitch. 2005 Oct 25.
    Extent: 2 folders
    Extent: 3 folders
Box 15 Millennium Ball. 2002 Apr 25.
Box 15 Murphy, Franklin D. memorial. 1994 Jun 30.
Box 15 Paul Boyer lecture/reception. 1998 Apr 09.
    Extent: 4 folders
Box 16 Henry Samueli School of Engineering and Applied Science dedication. 2000 Oct 27.
    Extent: 3 folders
Box 16 Herb Wesson Swearing In ceremony. 2002 Feb 08.
    Extent: 2 folders
Box 16  
**Nobel Centennial. 2001 Oct 24.**  
Extent: 3 folders

Box 16  
**Powell Library preview dinner. 1996 Sep 12.**  
**Powell Library preview reception. 1995 Oct 30.**  
**Staff Assembly picnic. 2005 Jul 17.**  
**UCLA women's conference. 2005 Jan 29.**  
Extent: 2 folders

Box 17  
**Arianna Huffington lecture. 2003 Mar 11.**  
Extent: 2 folders

Box 17  
**Founders Day Bunche commemoration. 2003 Oct 26.**  
Extent: 2 folders  
General note  
Title includes "canceled".

Box 17  
**Los Angeles Times Festival of Books. 2005 Apr 23-24.**  
Extent: 4 folders

Box 18  
**Los Angeles Times Festival of Books. 2004 Apr 24-25.**  
Extent: 2 folders

Box 18  
**Los Angeles Times Festival of Books. 2003 Apr 26-27.**  
Extent: 2 folders

Box 18  
**Milestone dinner. 2001 Jun 08.**  
Extent: 2 folders

Box 18  
**President Vaclav Havel visit to UCLA. 1991 Oct 25.**  
**Albert Carnesale inauguration files. 1998 May 14-15.**  
Extent: 18 folders

Box 20  
**Bollens-Ries Memorial Lecture 20th Anniversary. 2005 May 04.**  
**Chancellor's Holiday Open House. 2005 Dec 08.**  
Extent: 2 folders

Box 20  
**Chancellor's Holiday Open House. 2006 Dec 07.**  
Extent: 2 folders

Box 20  
**Chancellor's Pregame Party. 2005.**  
Extent: 5 folders  
Scope and Contents note  
Includes event and budget information.

Box 20  
**Chancellor's Search Committee. 2005 Dec 08.**  
**Faculty Research Lecture - Professor Ernest W. Wright. 2006 Nov 02.**  
Extent: 2 folders

Box 20  
**Los Angeles Times Festival of Books. 2006 Apr 29-30.**  
Extent: 2 folders  
Scope and Contents note  
Includes event planning and volunteer component information.
  Extent: 7 folders
  Scope and Contents note
  Includes accounting paper work and event planning information.

  Extent: 2 folders
  Scope and Contents note
  Includes accounting paper work and photo binder.

  Extent: 5 folders

  Extent: 2 folders

  Extent: 6 folders

Regents Investment Committee Meetings. 2005.
Regents Investment Committee Meetings. 2006.
UC Regents Dinner. 2004 Nov 17.
UC Regents Dinner. 2005 Mar 16.
UC Regents Dinner. 2006 Mar 15.
UC Regents Dinner. 2006 Nov 15.
UC Regents Dinner. 2007 Nov 14.
UC Regents Meeting. 2006 Mar 15-16.
  Extent: 2 folders

UC Regents Special Meetings by Teleconference. 2006 Apr 13-14.
UC Regents Special Meetings by Teleconference. 2006 Jun 02.
UC Regents Visit. 2004 Feb 05.
UC Regents Welcome Dinner. 2004 Feb 04.
UCLA in San Diego. 2006 May 18.
Young Alumni Reunion. 2004 May 15.
  Extent: 3 folders

Young Alumni Reunion. 2005 May 21.
  Extent: 3 folders

Young Alumni Reunion. 2006 May 20.
  Extent: 3 folders

Young Alumni Reunion. 2007 May 19.
  Scope and Contents note
  Includes budget/expense information.

Young Alumni Reunions Samples & Photos. 2005 May 21.
  Extent: 2 folders
Box 25  
Chancellor's Bruin Game Day Party. 2007.  
Extent: 6 folders

Box 25  
Chancellor's Bruin Game Day Party. 2008.  
Extent: 7 folders

Box 25  
Chancellor's Bruin Game Day Party. 2009.  
Extent: 7 folders

Box 26  
103d Faculty Research Lecture; Owen Witte. 2007 Nov 08.  
General Physical Description note: Includes disc of photographs.

Box 26  
104th Faculty Research Lecture; Thom Mayne. 2008 Apr 22.  
Extent: 2 folders

Box 26  
105th Faculty Research Lecture; Edward L. "Ned" Wright. 2008 Oct 28.  
Extent: 2 folders

Box 26  
106th Faculty Research Lecture; Gregory Schopen. 2009 Mar 10.  
Extent: 2 folders

Box 26  
Chancellor's Bruin Game Day Party. 2006.  
Extent: 6 folders

Box 26  
Recent Grad Reception. 2009 May 08.  
Extent: 2 folders

Box 26  
UCLA Day Recent Grad Party. 2008 May 17.  
Extent: 4 folders

Box 27  
Rediscover UCLA - Women and Philanthropy 10th Anniversary.  

Box 27  

Box 27  
Regional Events: San Diego. 2010 Apr 17.  
Regional Events - Bay Area. 2006 Nov 01.

Box 27  
Regional Events - UCLA in Orange County. 2010 Oct 19.

Box 27  
Regional Events - Downtown LA. 2007 Feb 27.

Box 27  
Regional Events - Orange County. 2010 Feb 17.

Box 27  
Joint Regional Events "UCLA on the Road". 2008-2009 fy.

Box 27  
Regional Events - San Diego. 2007 Jun 19.

Box 27  
Alumni Scholars 70th Anniversary. 2006 Oct 22.

Box 27  

Box 27  
Los Angeles Times Festival of Books - UCLA on the Road San Diego.  
Extent: 8 folders
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Extent: 5 folders</td>
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<tr>
<td></td>
<td>Extent: 6 folders</td>
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<tr>
<td>Box 28, Folder 20</td>
<td>UBAA Scholarship Recognition Reception. 2008 Nov 17.</td>
</tr>
<tr>
<td>Box 28, Folder 22</td>
<td>UCLA on the Road San Diego. 2010 Oct 07.</td>
</tr>
<tr>
<td>Box 29</td>
<td>Veteran Memorial Plaque Dedication - Veterans Day Memorial Ceremony. 2002-2009.</td>
</tr>
<tr>
<td>Box 29, Folder 1</td>
<td>Veteran Memorial Plaque Dedication. 2007 Nov 09.</td>
</tr>
<tr>
<td>Box 29, Folder 2</td>
<td>Tomlinson - Keasey, Carol Inauguration. 2002 Oct 24-25.</td>
</tr>
<tr>
<td>Box 29, Folder 3</td>
<td>Jackie Robinson Event, Cancelled. 2002 Fall.</td>
</tr>
<tr>
<td>Box 29, Folder 6</td>
<td>EA All Staff Meeting. 2007 Dec 17.</td>
</tr>
<tr>
<td>Box 29, Folder 7</td>
<td>UC Regents 1AC Meeting 2009. 2009 Jan, Feb, Sep.</td>
</tr>
<tr>
<td>Box 29, Folders 8-10</td>
<td>Antonio Villaraigosa Reception. 2005 Jul 27.</td>
</tr>
<tr>
<td>Box 29, Folder 11-13</td>
<td>9/11 Commemoration at UCLA. 2002 Sep 11.</td>
</tr>
<tr>
<td>Box 29, Folder 14-20</td>
<td>UCLA Day. 2008 May 17.</td>
</tr>
<tr>
<td>Box 29, Folder 21</td>
<td>UC Regents dinner. 2008 Jan 16.</td>
</tr>
<tr>
<td>Box 29, Folder 22</td>
<td>UC Campus Foundation Event. 2008 Oct 06.</td>
</tr>
<tr>
<td>Box 29, Folder 23</td>
<td>Robert Heinecken Memorial. 2006 Aug 12.</td>
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<tr>
<td>Box 29, Folder 24</td>
<td>UC Regents Meeting. 2009 May 07.</td>
</tr>
<tr>
<td>Box 29, Folder 25</td>
<td>Veterans Day Memorial Ceremony. 2008 Nov 07.</td>
</tr>
<tr>
<td>Box 30</td>
<td>UC Regents Meeting - Veterans Day Memorial Day Reception 2009.</td>
</tr>
<tr>
<td>Box 30, Folders 1-3</td>
<td>UC Regents Meeting. 2007 Nov 13-15.</td>
</tr>
<tr>
<td>Box 30, Folder 4</td>
<td>Regents Investment Committee Meetings. 2008 Feb, May, Nov.</td>
</tr>
<tr>
<td>Box 30, Folders 5-7</td>
<td>Giuliani Address. 2002 Dec 12.</td>
</tr>
<tr>
<td>Box 30, Folders 8-10</td>
<td>102d Faculty Research Lecture, Stephen Yeazell. 2007 Apr 12.</td>
</tr>
<tr>
<td>Box 30, Folders 11-12</td>
<td>Jacoby International Awards Dinner. 2004 Apr 28.</td>
</tr>
<tr>
<td>Box 30, Folder 13-14</td>
<td>100th Faculty Research Lecture Karen Orren. 2006 May 11.</td>
</tr>
<tr>
<td>Box 30, Folder 15-17</td>
<td>Rediscover UCLA Spring 2007. 2007 May 05.</td>
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<tr>
<td>Box 30, Folders 18-20</td>
<td>Rediscover UCLA Fall 2007. 2007 Nov 16.</td>
</tr>
<tr>
<td>Box 30, Folders 21-22</td>
<td>2007 Mar 03.</td>
</tr>
<tr>
<td>Box 31, Folders 11-12</td>
<td>UNEX Dean Sandeen Welcome Reception. 2007 Feb 15.</td>
</tr>
</tbody>
</table>
Box 31,
Folders 13-14
Box 31,
Folders 15-18
Box 31,
Folders 19-20

Robert C. Dynes Campus Visit. 2003 Dec 02.

Robert C. Dynes Inaugural Tour to UCLA. 2004 May 11-12.