



SCHOOL OF  
SOCIAL SCIENCES,  
HUMANITIES AND ARTS  
**EVENTS**

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Ericka Garcia, Events Coordinator



# Event Staff



Ericka Garcia

Events Coordinator

E: [ssha.events@ucmerced.edu](mailto:ssha.events@ucmerced.edu)

P: 209-201-8167



Check out our website by clicking the icon!



Victoria Mendez

Student Assistant



# Our Aim

In alignment with UC Merced's priorities and mission, in the School of Social Sciences, Humanities, and Arts (SSHA) we strive to provide excellent support for programs and events focused on educating students, featuring scholarship, building community, encouraging collaboration, and generating visibility for SSHA and UC Merced. The Events office provides support in strategic guidance, event management, and logistical services for faculty-sponsored programs and events in SSHA.

# Event Types

- School Events
- Campus Events
- Center Events
- SSHA Staff Events
- Special Requests

# Examples

- Children's Opera
- Shakespeare in Yosemite
- Todo Cambia Film Festival
- Bobcat Day
- Regional Events
- upstART Concerts

# Some of Our Services

## Guest Services:

- Travel Preparations
- Guest on Campus Parking Reservations
- Reimbursement Requests

## Campus Services:

- On Campus Room Reservations
- Facilities Request
- On/Off Campus Catering Arrangements

## Promotion Services:

- Publishing events to UC Merced Calendar
- Advertising events to campus community
- Flyer Creation & On Campus Posting
- Custom SWAG Ordering

## Other Services:

- Policy Consultation i.e. Entertainment, Risk Management, Procurement & Travel.
- Alcohol Permits
- Exception to Policy Requests
- Guest Payments
- Budget Tracking

Please note that these services are only available for events that go through our office.

# Requesting Services

Our Event Support Request Form is used to complete all planning requests and can be found on our website.

Event support requests should be submitted 6-8 weeks in advance.  
\*Advanced planning is always a good idea, and we are happy to help begin organizing events up to a year in advance!

Late Event Support Requests-

Requests that are submitted outside of the timeframe will be evaluated upon receipt to consider the size, scope, resources needed, and timeline of the request. It will be evaluated based on the current workload.

You can expect to hear back from SSHA Events within a week to notify you of the status of your request and as well as next steps.

# Questions?



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