

Presidential Appearance Request Form

To assist the Office of the President in managing the Presidents schedule, please initiate any invitation for the President to speak at or attend an event by completing this form. Please complete and submit this form at least 4 weeks in advance of your scheduled event.

Name (Prefix, First Last, Suffix):		
Phone ###-###-####:		
Email:		
Organization Name:		
Web Site (If applicable):		
EVENT INFORMATION		
Name of Event:		
Event Location:		
Street Address:		
Address line 2:		
City:	State:	Zip/Postal Code:
Event Date:		
Event Start Time:	Event End time:	

Desired Role of the President

- Attendee Only
- Speaker - Welcome Remarks (3-5 minutes)
- Speaker - Brief Remarks (less than 15 minutes)
- Speaker - Keynote Remarks (15 minutes or more)
- Panel Participant
- Other

Objective/Purpose of Event:

Number of Expected Guests:

Audience Composition

Please check all that apply

- Students
- Faculty
- Staff
- Alumni
- Business Leaders
- Community Members
- Elected Officials
- Members of your Organization Only
- Other

ADDITIONAL INFORMATION

What time should the President arrive?

Who will greet the President upon arrival?

Title of Greeter:

Business Phone:

Mobile Phone:

Email:

If speaking at the event, is there someone the President should recognize by name from the podium?

Suggested topics or talking points for the President (please be as detailed and comprehensive as possible)

Biography Photo/Request:

- Short Biography
- Long Biography
- Hi-Resolution Photo

Will there be a photographer at the event?

Will there be a videographer at the event?

Will the media attend this event?