



**\*Are you requesting the Provost to speak at this function?**

\_\_\_\_\_ **No**, the Provost will be attending as a guest only.

\_\_\_\_\_ **Yes**, we would like to request the Provost to speak at the function. Please select one.

\_\_\_\_\_ Welcome \_\_\_\_\_ ≈ Introduction \_\_\_\_\_ Speech \_\_\_\_\_ Opening Remarks  
\_\_\_\_\_ Closing Remarks \_\_\_\_\_ Award Presentation \_\_\_\_\_ Prayer \_\_\_\_\_ Facilitator  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

≈ For introductions, please provide bio of person(s) upon request approval.

**\*What time will the Provost be scheduled to speak?** \_\_\_\_\_

**\*How long do you want the Provost to speak?** \_\_\_\_\_

**\*What would you like the Provost to talk about? Please give specific subjects.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Who is the audience?** \_\_\_\_\_

**\*What is the desired outcome of this event/function that the Provost can assist in accomplishing by speaking?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*These questions must be answered completely.**

**Will there be other speakers? Who?** \_\_\_\_\_

**Upon approval of your request, please send the final itinerary/agenda/materials (bio, driving directions, etc.) to Lori Ermac-Nash, Provost's Office, no later than 7 business days before the event. If there are any changes or additions, please contact Lori Ermac-Nash at x4553.**