

Request Form for President / Vice President Participation

Thank you for submitting a request for participation at your event. Your request will be reviewed and considered. Please fill out this form completely and return by e-mail or fax to the special assistant or executive assistant of the requested university official. You will be notified within 5-10 business days if your request has been approved. Please send a final event agenda to the official's staff at least one week prior to the event. Any printed mailings, invitations, programs, etc. regarding the function/event should also be sent.

Official whose participation is being requested: _____

Date of Request: _____

Requestor's Name (Main contact person)	Department	Phone	E-mail
_____	_____	_____	_____

Name of Event	Date of Event
_____	_____

Purpose/Background of Event

Official is being requested to:

- Attend only
- Offer greeting/comments
- Deliver speech
- Other (Please specify: _____)

If speaking, nature of remarks being requested:

Type of Event

- Reception
- Breakfast
- Lunch
- Dinner
- Meeting
- Other: _____

Location of Event (include site address and phone number) Parking Information

Time of Event (beginning/end) When should official arrive? What is the Attire?

If this is a meal event, who else will be seated at the official's table?

Who is the audience? How many are expected to attend?

If this is a speaking engagement, how long should the official speak? _____ minutes

Will there be additional speakers? Yes No

Who are the additional speakers and in what order will they be speaking?

Who is responsible for developing talking points for the event?

What specific points do you want the official to make in her/his remarks?

Do you have any other requests or comments? Please be specific.

FOR OFFICIAL'S STAFF USE ONLY

Date request received: _____ Request received by: _____

Request accepted

Request denied

Request incomplete & returned

Reason request denied: _____

Date requestor notified: _____ Final agenda received: _____

Changes or updates: Received on _____ (date) Amended final agenda on _____ (date)