



## EVENT REQUEST FORM

This form will assist the Chancellor/President's staff in coordinating her attendance or participation at your event. In order to best accommodate your request, please submit the requested information at least 10 weeks prior to the date of the event.

Development Related?

### Contact Information

Name \_\_\_\_\_

Organization \_\_\_\_\_

Phone (business) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

E-mail \_\_\_\_\_

### Event Information

Name of event \_\_\_\_\_

Event date (MM/DD/YYYY) \_\_\_\_\_

Type of event \_\_\_\_\_ If other, please specify: \_\_\_\_\_

Location (address) \_\_\_\_\_

Event starts at \_\_\_\_\_

Event ends at \_\_\_\_\_

- Role of the President
- Speaker - welcome remarks (3-5 minutes)
  - Speaker - brief remarks (less than 15 minutes)
  - Speaker - keynote address (15 minutes or more)
  - Panel participant
  - Interview or Q & A
  - Attendee only
  - Other (please specify below)

Purpose of President's participation

Number of guests expected

Audience composition  
(please check all that apply)

Students

Faculty

Staff

Alumni

Business leaders

Community members

Elected officials (please list below)

Distinguished guests

Members of your organization only

Other