

Event Participation Request Form

Provost/CEO Keith Curry is looking forward to speaking at your upcoming event! To assist in the planning process, please complete the following form, providing as much detail as possible. Thank you!

Requests must be submitted four weeks in advance to the Provost/CEO's Office.

Contact Information

Requestor's Name: _____
Department/Division/Program: _____
Phone: _____ Email: _____

Event Information

Full Official Name of Event: _____
Date: _____ Time (start & end): _____
Location: _____
Contact Person at the Event: _____
Phone: _____ Email: _____
Focus/Theme/Purpose of Event: _____
Expected Audience Size: _____
Audience will include (Check all that apply):
 Students Faculty Staff Alumni Community Elected Officials Select Group Members

Request Information

Provost/CEO's Role:
Attend Entire Event Speak/Make Appearance Meet & Greet/Reception
Appearance Time (at the beginning/middle/end of event) _____
Note: Times requested for the provost/CEO's participation should be as accurate as possible, as the provost/CEO often has multiple events in one day. If the event schedule changes after submitting this request, notify the Provost/CEO's Office as soon as possible.
Is an introduction of the provost/CEO required? _____
Will the provost/CEO be expected to introduce anyone? If yes, whom? _____
(Please submit bio and phonetic pronunciations of names of key people to the Provost/CEO's Office.)
Dress Code (provide details): _____ Academic Regalia Required?
Are a podium and microphone available? Is there PowerPoint capability?
Are press/media expected to attend? Is the event open to the public?
Additional comments: _____

Speech Details

Type of Remarks Requested:
 Welcoming Remarks (3-5 minutes) Short Remarks (6-10 minutes)
 Full Speech (11-20 minutes) Major Address (21+ minutes)
 Additional Time for Q&A Other: _____

Submit completed request forms to the [Provost/CEO's Office](#).