



Event Participation Request Form

President Maloney 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 President'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

President'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 president's participation should be as accurate as possible, as the president often has multiple events in one day. If the event schedule changes after submitting this request, notify the President's Office as soon as possible.
Is an introduction of the president required? _____
Will the president be expected to introduce anyone? _____ If yes, whom? _____
(Please submit bio and phonetic pronunciations of names of key people to the President'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 (2-3 minutes) Short Remarks (3-5 minutes)
 Full Speech (6-10 minutes) Major Address (20+ minutes)
 Additional Time for Q&A Other: _____

Submit completed request forms to the [President's Office](#).