



# 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 (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 [President's Office](#).**