Use this form to request participation of Executive Vice President and Provost Chaden Djalali at an event.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Sponsoring Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date</td>
<td>Event Time</td>
</tr>
<tr>
<td>Street Address</td>
<td>Room Name/Number</td>
</tr>
</tbody>
</table>

**Will your organization be issuing written invitations?**
- [ ] Yes
- [ ] No

**Contact Person**
- Phone
- Fax

**E-mail**

**Advisor Name**

(If student organization)

**Number of people expected to attend**

**Will President Nellis attend this event?**
- [ ] Yes
- [ ] No

**If yes, will he be speaking?**
- [ ] Yes
- [ ] No

**Describe the audience:**

**Will the media/press be in attendance?**
- [ ] Yes
- [ ] No

**Requested participation**
- Attendance Only
- Participation in Event Program
- Speech/Remarks*
  - [ ] welcome (3-5 minutes)
  - [ ] brief talk (5-10 minutes)
  - [ ] full-length speech (15-20 minutes)

**What topics will be of interest to the attendees?**

**Will the event include other speakers?**
- [ ] Yes
- [ ] No

If yes, please list them below in the order of appearance.

**Will there be a podium and microphone?**
- [ ] Yes
- [ ] No

**Will you be including a bio of the Executive Vice President and Provost in your materials?**
- [ ] Yes
- [ ] No

**Person completing this form**
- Name
- Phone