

Executive Vice President and Provost Event Participation Request Form

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

Event Name

Sponsoring Organization

Event Date Event Time City

Street Address Room Name/Number

Will your organization be issuing written invitations? Yes No If yes, please attach.

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

*If requesting speech/remarks, please check appropriate box below.

- | | |
|---|---|
| <input type="checkbox"/> Attendance Only | <input type="checkbox"/> welcome (3-5 minutes) |
| <input type="checkbox"/> Participation in Event Program | <input type="checkbox"/> brief talk (5-10 minutes) |
| <input type="checkbox"/> Speech/Remarks* | <input type="checkbox"/> full-length speech (15-20 minutes) |
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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.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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