



PRESIDENT SPEAKING OR APPEARANCE REQUEST FORM

Thank you for your interest in having President David Jones appear at your event. To assist in managing the president's schedule, we ask that you initiate any invitation for the president to speak at or attend an event or meeting by submitting this form **at least one week** prior to the event. Please use additional paper if needed.

I. Contact Information

Today's Date (MM/DD/YY)

Organization's Name

Contact's Name

Contact's Title

Contact's Phone Number

Contact's Email Address

II. Event Information

Event Title

Event Description

Date of Event

Start Time of Event

End Time of Event

III. Location Information

Event Address

Have you included an agenda
or flier for your event?

☐ YES

☐ NO

IV. Speaking Engagements

Will the president be speaking?

☐ YES

☐ NO (*go to SUBMISSION INSTRUCTIONS below*)

Length of president's remarks

Length of any additional Q&A

Estimated Number of Attendees

Any attendees you would like
the president to mention?

Provide a description of the
issues/themes you hope the
president will address, in as
much detail as possible.

V. Logistics for Speaking Engagements

Name of Introducer/Emcee
and Organization/Affiliation

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Names of any other speaker(s)
and Organization/Affiliation(s)

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VI. Additional Information

Include any other information the
president should be aware of.

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VII. Submission Instructions

- Save this form with a new name (e.g., **Speaking Appearance Request Event Name**).
- Include a draft agenda or program.
- Send the request form and agenda/program to:

Lori Hebig
Executive Administrative Assistant to the President
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258
lori.hebig@smsu.edu
(507) 537-6272