



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)	<input type="text"/>
Organization's Name	<input type="text"/>
Contact's Name	<input type="text"/>
Contact's Title	<input type="text"/>
Contact's Phone Number	<input type="text"/>
Contact's Email Address	<input type="text"/>

II. Event Information

Event Title	<input type="text"/>
Event Description	<input type="text"/>
Date of Event	<input type="text"/>
Start Time of Event	<input type="text"/>
End Time of Event	<input type="text"/>

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

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

VI. Additional Information

Include any other information the
president should be aware of.

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:

Leslie Hart
Executive Administrative Assistant to the
President Southwest Minnesota State University
1501 State Street
Marshall, MN 56258
Leslie.Hart@SMSU.edu
(507) 537-6396