

# Provost/VP for Academic and Student Affairs speaking or APPEARANCE REQUEST FORM

Thank you for your interest in having the provost appear at your event. To assist in managing the provost’s schedule, we ask that you initiate any invitation for the provost 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

 **YES**

Have you included an agenda

or flier for your event?

 **NO**

**IV. Speaking Engagements**

 **YES**

Will the provost be speaking?

 **NO** (*go to SUBMISSION INSTRUCTIONS below*)

Length of provost’s remarks

Length of any additional Q&A

Estimated Number of Attendees

Any attendees you would like the provost to mention?

Provide a description of the issues/themes you hope the provost 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 provost 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:

Chris Anderson

Executive Administrative Assistant to the Provost/VP for

Academic and Student Affairs

Southwest Minnesota State University

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