**EVENT SCHEDULING FORM**

**PRESIDENT’S CALENDAR**  **PROVOST’S CALENDAR**

**VPFSS’S CALENDAR**

Please include information briefly describing your department/office and the event in which you would like the President, Provost or VPFSS to participate.

**EVENT NAME**:

**DATE(S) OF EVENT**:

**TIME OF EVENT:**

**HOSTING DEPARTMENT/OFFICE**:

**CONTACT PERSON:**

**\*WELCOME:** **YES** **NO**

**\*GIVE REMARKS:** **YES** **NO**

**\*A PODIUM IS REQUIRED**

**LENGTH OF REMARKS:**

**SPEAKING TIME:**       to

**INTRODUCED BY:**  **TITLE:**

**EVENT LOCATION:**

**Room**:

**Address**:

**Location Phone** **Number:**  **Location Fax** **Number:**

**Meal. If invitation includes a meal, list the seating arrangement of the head table**:

Guest Name: Guest Title:

     

     

     

     

     

**Parking Arrangements:**

**Directions/Map Included:**

**PRIMARY CONTACT: (Person who will meet the President/Provost/Vice President at the event):**

**Name:** **Title:**

**Department/Office:**

**Campus Address:**

**Office Phone Number:** **Office Fax Number:**

**Cell** **Phone Number:**

**E-mail Address:**

**SECONDARY CONTACT:**

**Name:** **Title:**

**Office Phone Number:** **Office Fax Number:**

**Cell Phone Number:**

**E-mail Address:**

**ATTIRE:**

Casual Business Casual Business Cocktail Black Tie

**AUDIENCE:**

**Expected Size:**

**General Description:**

**Other Guest Speakers**:

Guest Name Guest Title

     

     

     

**Has the President/Provost/Vice President spoken to your group before?** YES No

**If so, when:**

**AGENDA/PROGRAM: Provide a copy of the agenda or program for the event.**

**ADDITIONAL COMMENTS/INFORMATION: Please include any additional information below (i.e., other dignitaries, information about organization/conference…) :**

**Please submit to the VPFSS Office, JCK 920.**