

PRESIDENT/PROVOST ENGAGEMENT REQUEST FORM

Event name _____

Purpose of the event _____

Event date _____ Start time _____ End time _____

Event location/off-campus address _____

VIPs and other speakers attending _____

Office of Executive Events coordinator (if applicable) _____

Phone _____ Email _____

Event contact person _____ Department/Group _____

Phone _____ Email _____

REQUEST IS FOR: PRESIDENT (Select one option below) *and/or* PROVOST (Select one option below)

To attend only		
To deliver remarks <i>(Please specify talking points or topics to be addressed.)</i>		
Preferred length of remarks	_____	_____
Time remarks will be delivered	_____	_____
	*Please submit a copy of the event agenda or itinerary with this request.	*Please submit a copy of the event agenda or itinerary with this request.
To fill other role (Please specify)	_____	_____

Attire: Business _____ Casual _____ Formal _____

Audience profile: Expected number in attendance _____ Age group _____

Gender, ethnicity or other characteristic: _____

Please email this request and a copy of the event agenda or itinerary to:

Office of the President	Vernita Parker	vylong@oakland.edu
	and/or	
Office of the Provost	Carol Carr	cacarr23@oakland.edu

This section to be completed by executive offices

PRESIDENT Accept Decline (Recommended alternate) _____

PROVOST Accept Decline (Recommended alternate) _____

President and/or Provost's direction or talking points for remarks

Date person making request was notified of status _____

Date draft remarks are due to President's/Provost's office _____

Executive office staff initials _____

** Please send completed form to Dave Groves at groves@oakland.edu*