

# PRESIDENTIAL SPEAKER REQUEST FORM

Please return to [president@ttuhsc.edu](mailto:president@ttuhsc.edu)

To confirm availability, this request is due no later than *four weeks* prior to event.

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

ORGANIZATION HOLDING EVENT: \_\_\_\_\_

HAS THE PRESIDENT ADDRESSED THIS GROUP OR ORGANIZATION IN THE PAST?

YES NO IF YES, WHEN? \_\_\_\_\_

EVENT/ORGANIZATION WEBSITE: \_\_\_\_\_

EVENT BACKGROUND (ATTACH ADDITIONAL SHEETS IF NECESSARY):

ORGANIZATION BACKGROUND (ATTACH ADDITIONAL SHEETS IF NECESSARY):

EVENT LOCATION: \_\_\_\_\_

ROOM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION TELEPHONE: \_\_\_\_\_

WHO WILL GREET THE PRESIDENT: \_\_\_\_\_ MOBILE #: \_\_\_\_\_

PARKING: \_\_\_\_\_

SEATING: \_\_\_\_\_

**PRIMARY CONTACT(S)**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ASSISTANTS: \_\_\_\_\_

OFFICE TELEPHONE: \_\_\_\_\_

MOBILE #: \_\_\_\_\_

**ATTIRE**

CASUAL

BUSINESS

COCKTAIL

BLACK TIE

**AUDIENCE**

EXPECTED NUMBER IN ATTENDANCE: \_\_\_\_\_ **(RSVP LIST DUE 2 DAYS PRIOR TO EVENT)**

PLEASE ANY LIST ELECTED OFFICIALS AND VIPs:

REMARKS (REQUESTED TOPIC OF PRESIDENT'S REMARKS):

SUGGESTED LENGTH OF REMARKS:

BRIEF

5 MIN

10 – 20 MIN

OTHER \_\_\_\_\_

WHO WILL INTRODUCE THE PRESIDENT? \_\_\_\_\_

TITLE: \_\_\_\_\_

**PLEASE ATTACH BIO OF INDIVIDUAL INTRODUCING THE PRESIDENT**

**PLEASE ATTACH THE EVENT AGENDA**