INSTRUCTIONS (Please read)

- PLEASE ALLOW THREE WEEKS FOR THE CONSIDERATION OF YOUR REQUEST.
- Requests will not be confirmed more than six weeks in advance of the event.
- Complete this form in its entirety (three pages). An incomplete form will not be considered a formal request and the provided information will not be considered for scheduling.
- Press releases, advertisements, invitations, programs, photographs and other materials that use the chancellor’s name/likeness or indicate his attendance at an event must be reviewed and approved by the Office of the Chancellor before being distributed.
- Attach to/with this form a copy of any available brochure, flyer, agenda or additional information related to the event and the chancellor’s role.
- The chancellor’s schedule is subject to change at any time due to university business and other responsibilities.

GENERAL CONTACT INFORMATION

Date of request (Today) ________________________________

Name of requestor ______________________________________ Email address ________________________________
Requestor’s Title & Department ________________________________
Day phone ________________________________ Cell phone ________________________________

Name of person responsible for event ________________________________ Email address ________________________________
Title and Department of Responsible Person ________________________________
Day phone ________________________________ Cell phone ________________________________

EVENT INFORMATION

Day (of the week) and date of event ________________________________

Name of event ________________________________________________
Brief description of event _________________________________________
Location ______________________________________________________

Location phone __________________________________________________________________

Rain site (if outdoor event) __________________________________________
Rain site phone __________________________________________________________________
**EVENT INFORMATION, cont.**

<table>
<thead>
<tr>
<th>Start time</th>
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<tbody>
<tr>
<td>End time</td>
<td></td>
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<tr>
<td>Time by which chancellor must arrive</td>
<td></td>
</tr>
<tr>
<td>Length of time required of chancellor (attach agenda)</td>
<td></td>
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<tr>
<td>Would it be beneficial for chancellor to remain throughout event? If yes, why?</td>
<td></td>
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<tr>
<td>Will dignitaries attend or participate? If yes, attach list with role at event.</td>
<td></td>
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<tr>
<td>Audience (include all possibilities)</td>
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**THE CHANCELLOR’S ROLE**

Please check all that apply: *Please include talking points with greetings/remarks/speech requests*

- Preside over occasion
- Bring greetings
- Provide opening remarks
- Deliver the occasion
- Introduce speaker/participant
- Introduce keynote speaker
- Serve as moderator
- Participate in a panel discussion
- Present award(s)/honor(s)
- Acknowledgements
- Participate in a ceremony (attach details)
- Provide closing remarks
- Other (specify)
THE CHANCELLOR’S ROLE, cont.

If speech is required, what is desired length?

Topic of speech

Talking points to address (attach)

Will there be other speakers? Describe.

OTHER DETAILS

Who will greet the chancellor upon his arrival?

Name

Title

Day phone and cell phone

Designated or general parking?
Attach directions to parking area.

Will a meal be provided?
Indicate whether before, during or after program.

Where will the chancellor be seated?
Indicate table, dais (platform), etc.

If at a table, who will be seated with the chancellor?
Attach list if necessary.

From where will the chancellor speak?
Indicate lectern, table, out in the open, etc.

Indicate if the following will be available:

Microphone (indicate type)

Equipment for PowerPoint presentation

Return the completed form and attachments to the email, fax or location below.

Office of the Chancellor
Attn.: Ms. Joyce Millwee
Dowdy Administration Building, Fourth Floor
Phone: 336-334-7940
Fax: 336-334-7082
Email: jamillwe@ncat.edu