



## NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

1601 East Market Street  
Greensboro, NC 27411

### SCHEDULING REQUEST FORM: CHANCELLOR JAMES R MARTIN II

#### INSTRUCTIONS

- **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.

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#### GENERAL CONTACT INFORMATION

Date of request \_\_\_\_\_

Name of requestor \_\_\_\_\_ Email address \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name of person responsible for event \_\_\_\_\_ Email address \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_

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#### 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 \_\_\_\_\_

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### EVENT INFORMATION, cont.

Start time

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End time

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Time by which chancellor must arrive

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Length of time required of chancellor  
(attach agenda)

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Would it be beneficial for chancellor to remain  
throughout event? If yes, why?

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Will dignitaries attend or participate?  
If yes, attach list with role at event.

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Audience (include all possibilities)

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### THE CHANCELLOR'S ROLE

Please check all that apply:

Preside over occasion

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Bring greetings

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Provide opening remarks

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Deliver the occasion

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Introduce speaker/participant

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Introduce keynote speaker

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Serve as moderator

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Participate in a panel discussion

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Present award(s)/honor(s)

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Acknowledgements

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Participate in a ceremony (attach details)

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Provide closing remarks

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Other (specify)

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- more -

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**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. \_\_\_\_\_

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**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 [tmfegley@ncat.edu](mailto:tmfegley@ncat.edu).

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