



VICE PRESIDENT EVENT REQUEST FORM

Event Name:

Day and Date:

Arrival Time:

Time frame: How long do you need the Vice President at this event?

Location:

Expected Number of Attendees:

On Site Contact Name:

Phone: (office) (cell)

Email:

Purpose/Objectives of Event:

Detailed Schedule of Events (Draft form is acceptable. Please include who will greet Vice President upon arrival and where):

am/pm -

am/pm -

am/pm -

am/pm -

am/pm -

Menu (if applicable):

Attendance Details: The following guests (staff/students) are attending the event and seating arrangements (auditorium style, rounds, no seating).

Guest Profiles/Bios: If this is a regular staff event, describe who will be in attendance. Provide names of all external guests seated with or to be introduced to Vice President Little, event speakers and any other significant attendees.

Is Vice President Little providing any type of remarks?

- Short Remarks (5-10 minutes) Speech (15-20 minutes)?
- Topic?
- Will there be a podium and microphone? Yes/no

If Vice President Little is not available to speak on the requested date, will you accept an alternate speaker? If yes, who do you suggest?

Please return this form to Kendra Wilson via email at kwilso85@kent.edu.