Shepherd University

Presidential Participation Request Form

Request form must be presented to the President's Office for approval prior to calendaring or no later than THREE (3) months prior to event. - **A draft copy of the invitation and event program, etc. must be attached to this request.** - **Final copies, as approved by University Communications, should be submitted to the President's Office no later than TWO (2) weeks prior to event.**	**Submitted to President's Office on:**	
	Submitted Updates to President's Office on:	

Event Name:		
Event Date:	**Event Time:**	**Event Location:**

Event Background, Goal or Purpose:

Sponsoring Group/Individual:

Event Leader:	**Department:**
Phone Number:	**Email:**
Event Chair:	**Department:**
Phone Number:	**Email:**

Inclement Weather Plan:

Catering Plan (sit down dinner, stand up reception, etc.):

Marketing Plan:

Intended Invitees/Participants/Audience: *Given the time constraint for submission of the request form, a preliminary guest list can be included with the request and a final list submitted no later than ONE (1) month prior to event.* *Identify key guests or meeting participants to whom the President should pay particular attention. Provide guest bios when appropriate.*	
Desired Role of the President: *Briefly describe the role you would like the President to play at the event: attendee, host, provide welcoming remarks, provide keynote, introduce keynote speaker, other (please explain).*	

Agenda/Order of Events:
 Please outline the agenda/order of events and note who is introducing whom, or if there is a master of ceremonies to lead the entire program.
 Example:
    3:00 p.m. Provost opens program and introduces Dr. Smith
    3:05 p.m. Dr. Smith provides brief welcome and introduces speaker
    3:10 p.m. Speaker provides keynote
    4:00 p.m. Event concludes	

Is the President Being Introduced Using an Abbreviated Bio?	

Desired Timeline for Presidential Participation		
President's *Arrival* Time:	**Program *Start* Time:**	**President's *Departure* Time:**

Draft comments *[no bullet points]* are due, in Word Format, no later than THREE (3) weeks prior to event to Sonya Sholley at sholley@shepherd.edu.