



Office of the President – Event Request Form

Please fill out the form below, providing as much detail about the event as possible. Materials, such as invitations or draft agendas, should be submitted with the completed form to president@ccri.edu.

Contact Information

Primary Contact

Day-of Contact/Venue Contact

Department:	Day-of Contact Person:
Name:	Email:
Title:	Phone:
Email:	Venue contact person:
Office phone:	E-mail:
Mobile phone:	Phone:

Event Information

Event title:	
Primary event host:	
Other event sponsors:	
Description/purpose of the event:	
Day/Date of event:	
Time of event: to	
Dress Code:	Has the President attended this event before?

Location

Location/Venue:
Address:
Location notes:

Audience

Number of attendees:	
Others invited to attend (officials, community leaders, award recipients, etc.)	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
If the President is unable to attend, would you like a representative to attend the event?	
Requested designee (please provide name):	



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President's Role

Requested arrival time:	
Requested length of stay:	
Will there be a speaking program?	Time of speaking program:
Would you like the President to speak?	<i>If yes, please fill out the remarks section of the form.</i>

Other event speakers (if applicable):

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Please submit a draft agenda for the speaking program and/or the event run-of-show.

President's Remarks

Type of remarks requested:	Time of remarks:
	Length of remarks:

Note any specific topics/programs that you would like the President to address, include to whom (specify individuals and their role) she should provide thanks and why. Please also provide any relevant data upon which she may focus and build remarks.

Speaking Points:

People to thank:

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Additional Information

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After completing the form, please save the documents to your computer and email the PDF to president@ccri.edu.