TO: Presidential Calendar Committee
FROM:
Requesting Dept./Div.________________________               Today’s Date _________________
Contact Person _____________________________             Email & Tel. # _________________
Description of Appointment or Event
Description of President’s Role
Date of Event __________  Time of Event ___________  Location ______________________
President’s Participation: Start Time _______ End Time _______  Total Time _______

Are remarks requested?    Yes ___ No ___ (If yes, please select appropriate type below.)
_____ Casual/informal (no prepared remarks)           _____ Brief remarks (5-10 minutes)
_____ Welcome remarks (3-5 minutes) _____ Speech (15-20 minutes)
_____ Major address (20 minutes +)
Topic of President’s Remarks _____________________________________________________
Two key messages for President to Convey __________________________________________
Contact Person for Remarks _____________________ Email & Tel. # ____________________
Are there Other Speakers?/Who? _ (Please submit a copy or draft of event program)___________
Who will introduce the President? __________________________________________________
Make-up of Audience (e.g., students, faculty/staff, parents, alumni, and/or public)___________
If no Remarks, what will be the President’s role? ___________________________________
Estimated Total Number of Persons Attending ______
Names and Affiliation of VIPs Attending or Expected to Attend (Please submit list)
Will written invitations be sent? Yes/No (If yes, please submit an invitation or draft with request)

Request for Participation of Mrs. Sylvia Pines? Yes/No
Request for use of University House (Presidential hosted events only)? Yes/No
Request for Participation of VP-UR? Yes/No

Please complete this form as fully as you can and return by email to Danica Lovelace, lovelace@umd.edu or Cornelia Kennedy at ckenne@umd.edu at least 3 weeks prior to the appearance. If the President will make a speech or major address, additional time to prepare may be required. The President’s Calendar Committee will review your request and you will be notified of his availability. If you have any questions about completing this form, please contact by email or phone - Danica Lovelace (301) 405-5796 or Cornelia Kennedy (301) 405-5790.