PRESIDENTIAL APPEARANCE REQUEST

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 _______

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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? ______________________________________

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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)

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Request for Participation of Mrs. Barbara Loh? Yes/No

Request for use of University House (Presidential hosted events only) ? Yes/No

Request for Participation of VP-UR Peter Weiler? Yes/No

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Please complete this form as fully as you can and return by email or fax to Carol Granger, carol@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 Cornelia Kennedy by email or by phone (301) 405-5796. The fax number is (301) 314-9560.