

Request Form For Provost's Participation

Your request will be reviewed and considered. Please fill out both pages of this form completely and either return by e-mail to l.ermac-nash@sandiego.edu or fax to (619) 260-2210. You will be notified within seven business days of the Provost's availability.

Date of Request: _____

Requestor's Name	Department	Phone	E-mail
_____	_____	_____	_____

Name of Function	Date of Function
_____	_____

Type of Function (please select one)

Reception Breakfast Luncheon Dinner Meeting
Other (Please specify: _____)

Location (If off campus, give exact address and telephone number of function site*)

**For off-campus requests, please provide driving instructions upon request approval.*

Time Frame	What time does the Provost need to be at this function?
_____	_____

Who will be our contact person for this function? Please include name and phone number/e-mail.

How many people will be in attendance? _____

If this request is for a breakfast, luncheon or dinner – Who will be seated at the Provost's table?
Please list all names.

*Are you requesting the Provost to speak at this function?

No, the Provost will be attending as a guest only

Yes, we would like to request the Provost to speak at the function (Please select one)

Welcome	Introduction**	Speech	Opening Remarks
Closing Remarks	Award Presentation	Prayer	Facilitator
Other (please specify) _____			

***For introductions, please provide bio of person(s) upon request approval.*

*What time will the Provost be scheduled to speak? _____

*How long do you want the Provost to speak? _____

*What would you like the Provost to talk about? Please give specific subjects.

*Who is the audience? _____

*What is the desired outcome of this event/function that the Provost can assist in accomplishing by speaking?

*These questions must be answered completely.

Will there be other speakers? Who? _____

Upon approval of your request, please send the final itinerary/agenda/materials (bio, driving directions, etc.) to Lori Ermac-Nash, Provost's Office, no later than 7 business days before the event. If there are any changes or additions, please contact Lori Ermac-Nash at ext. 4553.