

# Provost Participation Request Form

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Please fill out all the pages on this form COMPLETELY and return either by fax to (619) 260-2210 or scan and send to l.ermac-nash@sandiego.edu. Your request will reviewed and considered. You will be notified within 7 business days of the Provost's availability.

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Requestor's Information:

Name of Function:

Date of Function:

Type of Function: (select one)

\*If other, please specify:

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

Time Frame:

to

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

Who will be our contact person for this function?

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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 the Provost to speak at the function. (Please select one of the options below)

. \*If other, please specify:  
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\*What time will the Provost be scheduled to speak?

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

\*If other, please specify amount of time:

\*What would you like the Provost to speak about? Please give specific subjects/details.

\* Who is the Provost's targeted audience? (Please select all that apply)

Faculty

Undergraduate Students

Other- Please specify:

Administrators

Graduate Students

\* Staff

Doctoral Students

\*What is the purpose of this event/function and how can the Provost's speech assist in accomplishing the desired outcome?

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\*Will there be other speakers? No Yes, please list names below:

\*\*Upon approval of your request, please send the final itinerary/agenda/materials (Bio(s), driving direction, etc.. to Lori Ermac-Nash, Provost's Office, no later than 7 business days before the event. If there are any changes, please contact Lori at (619) 260-4553. Thank you!

Request Approved

Request Denied

Signature

Date

Itinerary/Agenda

Bio(s)

Driving Directions

Misc. Materials