



**PRESIDENTIAL APPEARANCE REQUEST**

**TO:** Presidential Calendar Committee

**FROM:**

**Requesting Dept./Div.**

**Today's Date**

**Contact Person**

**Email & Tel. #**

**Name of event and description**

**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)

**Topic of President's Remarks**

Major address (20 minutes +)

**Two key messages for President to convey**

**Contact Person for Remarks**

**Email & Tel. #**

**Is the Provost providing remarks?**    Yes    No

**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?** (If yes, please submit an invitation or draft with request)    Yes    No

**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 [pars@umd.edu](mailto:pars@umd.edu) at least 4 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 Danica Lovelace by email or by phone (301) 405-5796. The fax number is (301) 314-9560.