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 _________

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. Barbara Loh? 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 or fax to Danica Lovelace, lovelace@umd.edu or Cornelia Kennedy at ckenney@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) 405-5790. The fax number is (301) 314-9560.