



UNIVERSITY OF MARYLAND

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 ckennedy@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.