**SPEAKER REQUEST FORM**

**Please return via Email to: Bryce Looney –** **bryce.looney@ttuhsc.edu**

Complete information is due no later than ***2 weeks*** prior to event

**INCOMPLETE INFORMATION** may result in the cancellation of the President’s availability and participation

EVENT DATE: TIME: to

**EVENT NAME**:

ORGANIZATION HOLDING EVENT:

HAS THE PRESIDENT ADDRESSED THIS GROUP OR ORGANIZATION IN THE PAST?

 \_YES IF SO, WHEN? NO

EVENT/ORGANIZATION WEBSITE:

EVENT BACKGROUND:

ORGANIZATION BACKGROUND: (PLEASE ATTACH ANY HISTORY OR BACKGROUND):

PLEASE ATTACH ANY HISTORY OR BACKGROUND INFORMATION THAT IS BENEFICIAL FOR OUR OFFICE TO BE AWARE OF:

**EVENT LOCATION**:

ROOM:

**ADDRESS**:

**LOCATION TELEPHONE**: ( )

WHO WILL GREET THE PRESIDENT: MOBILE #: ( )

PARKING

**SEATING**:

PRIMARY CONTACT(S)

**NAME**:

TITLE:

ASSISTANTS:

**OFFICE TELEPHONE**: ( )

**MOBILE #:** ( )

ATTIRE

CASUAL BUSINESS COCKTAIL BLACK TIE

AUDIENCE

**EXPECTED ATTENDANCE**: **(*RSVP LIST DUE 2 DAYS PRIOR TO EVENT*)**

ELECTED OFFICIALS/VIPs:

REMARKS:

REQUESTED TOPIC OF PRESIDENT’S REMARKS:

SUGGESTED LENGTH OF REMARKS:

BRIEF 5 MIN 10 MIN 15 MIN OTHER

INTRODUCED BY (PLEASE PROVIDE BIO):

TITLE:

PLEASE ATTACH AGENDA