



SPEAKING ENGAGEMENT/EVENT PARTICIPATION REQUEST FORM

Please complete this form as part of any request for the president to speak at or attend an event. The president's office tries to accommodate most requests that support the mission of the university and appreciates your understanding when scheduling conflicts prohibit his participation.

Once you receive confirmation of the president's participation, please complete the forms in the briefing template. Briefing materials are due by 9 a.m. ten days prior to the event. Materials for weekend events should be submitted by 9 a.m. on Thursdays.

NOTE: Times requested for the president's participation should be as accurate as possible, as the president often has multiple events in one day. If the event schedule changes after submitting this request, the requestor should contact Allison Guilliom at (313) 577-2230 as soon as possible.

Contact person: Please include phone and e-mail address in this section.

Event name:

Event date:

Start and end time:

Event location:

Event description: Please provide a description of the event history and purpose.

Expected audience: Be sure to indicate who has been invited and how many people are expected to attend.

Remarks: If the president is expected to deliver remarks, please indicate the time length and topic.

Additional speakers: Please list the names and titles of any additional speakers.

Recommendation: Please provide a recommendation as to the importance of the president's participation.