

## PRESIDENT EVENT ATTENDANCE REQUEST

Complete all sections of this form, pre-approved by your VP; use attachments if necessary. Submit to universityevents@csudh.edu.

REQUESTOR NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME OF MEETING/EVENT \_\_\_\_\_

### EVENT INFORMATION

Requested Date(s): \_\_\_\_\_  
Time: \_\_\_\_\_  
Location/Venue: \_\_\_\_\_  
On-site Staff and Contact Info: \_\_\_\_\_  
Email and Phone: \_\_\_\_\_  
Attendance Requested For:  President  Vice President or Provost \_\_\_\_\_  
# of Guests Expected: \_\_\_\_\_  
Attire: \_\_\_\_\_

### EVENT DETAILS

Reservation/Registration Required?  Yes  No      Tickets/Passes Required?  Yes  No  
Event Format (meeting, reception, dinner, conference, etc.): \_\_\_\_\_  
Room Set-up (theatre, banquet tables, conference tables, classroom, etc.): \_\_\_\_\_  
Purpose of Event (goals, objectives, desired outcomes):

Describe the Audience  
(include names of honorees,  
elected officials, student groups  
and key constituents):

### PRESIDENT REMARKS OR SPEECH

Requesting Remarks/Speech?  Yes  No    If yes, please specify:  Welcome  Keynote  
If yes, please provide contact person for additional information & talking points  Other, please specify \_\_\_\_\_

### THE FOLLOWING REQUIRE SPECIAL APPROVAL OR NOTIFICATION

	Yes	No
Will a member of Congress, the state legislature, or other elected officials be involved?	<input type="checkbox"/>	<input type="checkbox"/>
Is media coverage expected?	<input type="checkbox"/>	<input type="checkbox"/>
Is a campus or community dignitary being formally recognized or honored?	<input type="checkbox"/>	<input type="checkbox"/>
Is this event of campus-wide significance (ground breaking, anniversary, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a Development event (donor recognition, alumni, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

Requesting Division:  AA  A&F  EMSA  IT  UA

Vice President Recommendation:  Yes  No    Will VP/Designee attend:  Yes  No    If so, who?: \_\_\_\_\_

Approved by Office of the President  Yes  No

Date: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_ Initials: \_\_\_\_\_