

PRESIDENTIAL EVENT REQUEST



EVENT NAME:**EVENT DATE:**

Time event begins:

Time program begins:

Expected length of program:

Has the president participated in this event before? Yes No

What is the required attire for this event?

OCCASION/EVENT PURPOSE (Please attach pertinent background information and/or provide links to helpful information):

ORGANIZATION:**POINT OF CONTACT:**

Name and affiliation:

Point of contact's phone #:

Point of contact's email:

AUDIENCE:**EVENT LOCATION:**

Address:

Room:

Phone:

EXPECTED NUMBER OF ATTENDEES:

OPEN TO PUBLIC? Yes No

MEDIA EXPECTED:**PHOTOGRAPHY:** Take photos of the president? Yes No If yes, Staged or In action

Has a photographer been hired? Yes No (Name of photographer)

Please provide names of people to be photographed:

NAME OF EMCEE:

NAME OF PERSON INTRODUCING THE PRESIDENT:

AWARDS: Will awards be presented? Yes No
To whom?

ORDER OF SPEAKERS:

OTHER DIGNITARIES/ELECTED OFFICIALS ATTENDING:

TYPE OF PRESIDENTIAL REMARKS:

Welcome (3-5 min.) Short (5-10 min.) Long (15-20 min.) Keynote speech

IS THIS A PANEL DISCUSSION? Yes No

If yes, who is the moderator?

IS PRESIDENT EXPECTED TO INTRODUCE ANYONE? Yes No

If yes, please provide bio information in a separate document.

Does the president need to recognize any individual(s) by name? If so, who? Include name, title and phonetic pronunciation of name.

THREE KEY POINTS YOU WOULD LIKE THE PRESIDENT TO EMPHASIZE:

1.

2.

3.

WHAT EQUIPMENT IS AVAILABLE?

Podium Confidence monitor Presentation screen Presenter remote (to advance slides)
Style of microphone: Lavalier mic Headset mic Handheld mic Podium mic

PLEASE COMPLETE THIS FORM AND RETURN AT LEAST 2 WEEKS IN ADVANCE OF EVENT WITH AN ATTENDEE/GUEST LIST AND PROGRAM.

RETURN TO:

Office of the President
(631) 632-4386 • Jaclyn.Ahearn@stonybrook.edu

