



**REQUEST FOR TRUSTEE PARTICIPATION IN A COLLEGE, UNIVERSITY, OR SYSTEM OFFICE EVENT**

**I. Contact Information**

Today's Date (MM/DD/YY)	<input type="text"/>
Organization's Name	<input type="text"/>
Contact's Name/Title	<input type="text"/>
Contact's Phone Number	<input type="text"/>
Contact's Email Address	<input type="text"/>

**II. Event Information**

Event Title	<input type="text"/>
Event Description	<input type="text"/>
Date of Event	<input type="text"/>
Start Time of Event	<input type="text"/>
End Time of Event	<input type="text"/>

### III. Location Information

Event Address

Is there reserved parking?  
Please include a map of where  
to park

 YES NO

### IV. Speaking Engagements

Will the trustee be speaking?

 YES NO (*go to SUBMISSION INSTRUCTIONS below*)

Length of trustee's remarks

Length of any additional Q&A

Estimated Number of Attendees

Any attendees you would like  
the trustee to mention?

Provide a description of the  
issues/themes you hope the  
trustee will address, in as much  
detail as possible

## V. Logistics for Speaking Engagements

Name of person who  
will greet Trustee

Name of Emcee  
and Organization/Affiliation

Names of any other speaker(s)  
and Organization/Affiliation(s)

## VI. Additional Information

Include any other information the  
trustee should be aware of

## VII. Submission Instructions

- Save this form with a new name (e.g., **Appearance Request Event Name**).
- Include a draft agenda or program, if available.
- Send the request form and agenda/program to:

Inge Chapin  
Board Secretary  
30 7<sup>th</sup> Street East, Suite 350  
St. Paul, MN 55101-7804  
[Inge.Chapin@MinnState.edu](mailto:Inge.Chapin@MinnState.edu)  
651-201-1705

or

Vanna Casebolt  
Executive Assistant  
30 7<sup>th</sup> Street East, Suite 350  
St. Paul, MN 55101-7804  
[Vanna.Casebolt@MinnState.edu](mailto:Vanna.Casebolt@MinnState.edu)  
651-201-1706