



SENIOR VICE CHANCELLOR APPEARANCE REQUEST FORM

Thank you for your interest in having the chancellor appear at your event. To assist in managing the chancellor's schedule, we ask that you initiate any invitation for the chancellor to speak at or attend an event or meeting by submitting this form **at least eight weeks** prior to the event. All requests will be considered and responded to in a timely manner. The chancellor strives to accept as many invitations as possible. Frequently, however, he must decline an invitation due to various obligations and duties. Your patience with managing the chancellor's calendar is appreciated.

I. Contact Information

Today's Date (MM/DD/YY)

Organization's Name

Contact's Name

Contact's Title

Contact's Phone Number

Contact's Email Address

II. Event Information

Event Title

Event Description

Date of Event

Start Time of Event

End Time of Event

III. Location Information

Event Address

Have you included a map to the event from Downtown St. Paul?

 YES NO

IV. Speaking Engagements

Will the senior vice chancellor be speaking?

 YES NO (*go to SUBMISSION INSTRUCTIONS below*)

Desired length of remarks

Length of any additional Q&A

Estimated Number of Attendees

Any attendees you would like the senior vice chancellor to mention?

Provide a description of the issues/themes you hope the senior vice chancellor will address (**if you need more space, please attach a separate document**)

V. Logistics for Speaking Engagements

Name of Introducer/Emcee
and Organization/Affiliation

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

VI. Additional Information

Include any other information the
senior vice chancellor should be
aware of (**if you need more
space, please attach a
separate document**)

VII. Submission Instructions

- Save this form with a new name.
- Include a draft agenda or program.
- Send the request form and agenda/program to:

Rhonda Ruitter
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