**Office of the Provost | Request for Speaker**

**This form is to request a speaker from the Provost’s Office. It is not a guarantee of availability by the Provost or her designee, but will help determine the best speaker for your event.**

**Please submit this form as early as possible, but no later than 2 weeks prior to the event. Completed forms should be sent to Hilary Douwes at** **hdouwes@udel.edu****.**

|  |
| --- |
| **Title of Event:** |
| **Day and Date of Event:** |
| **Event Start and End Time:** | **Arrival time for Provost:** |
| **Event Location (full address if off campus):*****Any special notes about the event location/venue*:** |
| **Event Parking Information (if applicable):** |
| **Event Dress Code (business, business casual, formal, etc.):** |
| **Event Purpose:** |
| **Event Audience, including approximate count and any VIPs:** |
| **What is Provost’s proposed role? (Include why you are asking the Provost and note anyone being introduced, special acknowledgements, etc.)** |
| **If the Provost cannot participate, who could be an alternate from the Provost’s Office?** |
| **Are you also asking the President to speak at this event? If yes, please explain the role:** |
| **Expected length of time Provost would speak:**  |
| **Who will introduce the Provost?** |
| **Who will the Provost introduce? Please provide brief bio of person she is to introduce:** |
| **Who else is expected to speak?** |
| **RUN OF SHOW (Bulleted list, by time, showing order of the event from start to finish.** **Please note if this is a preliminary or final run of show** |
| **Content: Please include comprehensive information/bullets of key background elements or information that should be included in the remarks:** |
| **Event Contact Person:** | **On site at event?** |
| **Office Phone:** | **Cell Phone:** |
| **Email:** |
| **Person submitting this form:** |
| **Unit of requestor:** |
| **Date submitted:** |

**Please ensure all fields are complete before saving this document and submitting to the Provost’s Office as an attachment.**

**We will review and get back to you with the approval or substituting information as soon as possible.**