

# 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

 **YES**

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

 **NO**

**IV. Speaking Engagements**

 **YES**

Will the chancellor be speaking?

 **NO** (*go to SUBMISSION INSTRUCTIONS below*)

Length of chancellor’s remarks

Length of any additional Q&A

Estimated Number of Attendees

Any attendees you would like the chancellor to mention?

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

**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 chancellor 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.
* Send the request form and agenda/program to:

Pa Yang

Executive Assistant, Chancellor’s Office

Minnesota State

30 7th Street East, Suite 350

St. Paul, MN 55101-7804
Pa.Yang@MinnState.edu

***If a request is made from a Minnesota State college or university, the form must be submitted by the President’s Office.***