



EVENT ATTENDANCE FOR PRESIDENT WAYNE A. I. FREDERICK

OFFICE OF THE PRESIDENT

Event Approval Form

When an event or meeting is requested on President Frederick's calendar, the following information is required to assure that our office meets your needs and expectations. Please supply as much information as you have at this time, and keep us informed on any changes or modifications in your plans. Also, please allow a two (2) week time-frame for consideration of your request from the Office of the President. Press releases, advertisements, invitations, programs, printed materials, etc., that use President Frederick's name or indicate his attendance at an event must be reviewed and approved by Office of the President and the Office of University Communications before being distributed.

Date of Meeting/Event

Month _____ Date _____ Year _____

Name of Requester _____

Email* _____

Day Phone* _____

Cell Phone* _____

Location/Address of Event/Meeting* _____

Start Time* _____

am pm

End Time* _____

am pm

What time should the President arrive to the event?*

Event Name* _____

Event Type* _____

What is the expected number of attendees?* _____

Is this a Fundraiser? Yes No

Fundraising Goal?* _____

Presidents Role* _____

Is Mrs. Frederick's attendance required?*

Yes No

Are Speech/Remarks from President Frederick required?

Yes No

Topics of Remarks/Speech (attach additional sheets if needed)

Questions & Answers session?

Yes No

Type of audience (Please email the names and titles for significant attendees at least one week prior to the event) _____

Recommendations/Reasons the President should attend* _____

Is food being served?

Yes No

Reimbursements Covered:

Hotel Yes No

Flight Yes No

Misc. Expenses Yes No

FOR OFFICE USE ONLY

APPROVED

NOT APPROVED (please refer to: _____)

