



Office of the President

This form is designed to coordinate President Heidi Anderson's event appearance. Please complete the form, print it and fax it to (410) 651-6300. You will not be able to transmit this form by email from the website.

If you have any questions, please contact Brenda D. Slade at (410) 651-6102. Thank you for your cooperation.

*Today's Date: _____ *Date of Event: _____
*Event Name: _____ *Event Time: _____
*Event Location: _____
*Contact Person: _____ *Office Phone: _____
Arrival time: _____ Arrival Location: _____

The Event

What is the setting? _____ Is it formal or informal? _____
Who else is speaking? _____
Length of time to participate? _____
What is the attire? _____

The Audience

Who is the audience? _____ How many people are expected to attend? _____

The Remarks

Are remarks requested? [] No Remarks
[] Welcoming remarks (3-5 minutes)
[] Short remarks (5-10 minutes)
[] Speech (20-30 minutes)

Please attach a document of key information we may use in remarks.

Please attach a program. (Can be a draft initially).

Is there a theme? _____

Who will introduce the President? _____

Will there be a Q&A session following the President's remarks? If so, for how long? _____

Does the President need to recognize and thank any VIPs in attendance? If so, who? _____

Will the President need to introduce anyone on the program? If so, please attach a biographical sketch and introduction points. _____

Miscellaneous

Will the President be using a podium [], microphone [], or both []? **Please note, a podium step is required.

Will programs or hand-outs be distributed to the audience? If yes, please provide the Office of President with a copy of the program at least one (1) week before the event.* [] Yes [] No

Will the event be video/audio taped? [] Yes [] No

Will there be a photographer on hand? [] Yes [] No

Have you invited media? [] Yes [] No

Is there anything else we should know to help ensure the success of your event? _____

*Required.

NOTE: If your event is off-campus and may require an overnight stay, please contact Ms. Slade to discuss travel arrangements and hotel accommodations.