

# CHANCELLOR PARTICIPATION REQUEST FORM

*Form submitted by:*

Name:  E-mail:  Phone:

## **EVENT INFORMATION**

Event Name:

Event Purpose:

Event Date or Date Choices:

Event Time:

Event Location:

Event Program Description:

Guests/Composition:

## **Interim Chancellor and Spouse Participation Information**

Interim Chancellor's role at event:  Host  Attend  Drop By  Remarks  Keynote  Other

Additional Notes Regarding Role:

Requested Time of Interim Chancellor's Participation:

Best Replacement(s) if Interim Chancellor Can't Attend:

Request for Spouse's Attendance:  Yes  No

Spouse's Role at Event: