***ATTN: If the President is requested for an event, it is assumed he will be addressing the attendees. Please fill out speaking notes section below.***

|  |  |
| --- | --- |
|  Event Title |  |
|  Date of Event |  |
|  Time of Event |  |
|  Location of Event |  |
|  Event Contact |  |

**Purpose of Event –** provide as much detail as possible including timeline/agenda – include a separate copy of the program if applicable

**Speaking Notes**

Time you would like the President to arrive to event: \_\_\_\_\_\_\_\_

Time the President will speak: \_\_\_\_\_\_\_

Key points the President should touch on in his speech:

List all other speakers:

**Target Audience for the Event**

**Key Attendees including Executive Leadership**

**President’s Role**

* Speaker - Assumed

Attendee Only - *Only under special circumstances*

If you checked **attendee only,** please explain why this event merits only his attendance rather than speaking:

Please return this form to Anne Turvey for confirmation of President’s attendance.
aturvey3@uwo.ca