



PRESIDENT APPEARANCE REQUEST FORM

To assist the Office of the President in managing the president's schedule, please initiate any invitation for the president to speak at or attend an event by completing this form. The President strives to accept as many invitations as possible. However, he may frequently decline an invitation due to conflicts. **Complete this information after your event has been placed on the president's calendar. You will be contacted by the Dir. of Special Events & Special Projects to confirm the President's attendance.**

Forward to: Sherrye Larkins, Dir Special Events & Special Projects
Coppin State University 2500 West North Ave. Baltimore, MD 21216 slarkins@coppin.edu

NAME OF EVENT:

DATE OF EVENT:

LOCATION: Name:
Address:

TIME OF ENTIRE EVENT: START TIME: END TIME:

PURPOSE OF EVENT:

ANTICIPATED ATTENDANCE:

AUDIENCE TYPE: (group, org, community, gender, age etc)

PRESIDENT'S INVOLVEMENT

TIME PRESIDENT NEEDS TO SPEAK: FROM: TO:

PURPOSE OF ATTENDANCE BY PRESIDENT:

TYPE OF PARTICIPATION: (see definition)

Participant/Speaker

Guest

Host/Co-host

SPEAKING POINTS: (attach additional sheet if needed)

SPECIAL GUEST TO BE RECOGNIZED:

FIRST LADY REQUESTED TO ATTEND AND/OR PARTICIPATE: YES NO
(If yes, please state type of request)

PLEASE HAVE SCRIPT AND PROGRAM AVAILABLE 3 - 5 DAYS PRIOR TO THE EVENT.
Submit to Sherrye Larkins via e-mail at slarkins@coppin.edu

CONTACT PERSON INFORMATION:

Name/Title:
Department:
Address:
Phone number:
E mail address:

ADDITIONAL COMMENTS:

Definitions of Types of Presidential Participation

Participant/Speaker

Most events will fall in this category. The President participates in an official capacity as part of the program in the event. (i.e. bring greeting, welcome, introductions, key note, etc.).

Guest

The President can be invited as an attendee to the occasional events where logically official representation is not necessary or it is an important part of the message for the president to be seen as not only the host, but the driving force behind the event message. Clarification should be provided in the comments section of the form.

Host/Co-host

President should host events initiated by his office, held at the presidential residence, or that the audience is specifically a system-wide group, community, Coppin family etc.