

Chancellor Request Form

To request the Chancellor's attendance participation at an event, please complete and submit this form at least two weeks prior to the event. The form and any additional attachments may be submitted online or via email to Dede Kirkpatrick at dedekirkpatrick@ttu.edu

You will be notified of the Chancellor's attendance participation at an event.

Please note that more information provided on this form helps determine the Chancellor's ability to attend and/or participate in your event.

Thank you.

Today's date:		
Request type	Appearance only • Brief remarks • Speech/Lecture • Feature/Keynote speaker Panel discussion – moderator • Panel discussion – moderator Other (please specify)	
Requestor information		
Name:	Email:	
Title:	Best Contact Phone#:	
Host/organization name		
Organization website:		
Has the Chancellor addressed this group or organization in the past? • Yes • No		
If yes, please provide the date and name of the event:		
Event information		
If requestor will not be at the event, please provide the name and phone number of an on-site contact		
Name:	Phone:	
Type of event:	In-person • Virtual • Pre-recorded • Hybrid	
Livestream/Zoom information:		
Event name:	Event date:	
Event website:	Start time:	End time:
Event location name:	Event location phone:	
Event location (address, building, room):		
Event parking location:		
Requested arrival and departure time for the Chancellor:		



Attire:	<input type="checkbox"/> Casual <input type="checkbox"/> Business casual <input type="checkbox"/> Business <input type="checkbox"/> Formal <input type="checkbox"/> Black tie
Expected number of attendees:	
Audience:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Community <input type="checkbox"/> Donor <input type="checkbox"/> Other (Please specify):
Distinguished guests also attending	
Elected officials also attending	
Information for sp.721 37. 96 (f)-4 (or)-1.6 (s)-2.334por.724 58 sW n BT 0 g /T8648.72 Tm ()Tjr(W	