

Please allow a 2-week timeframe for consideration of your request. If your request is confirmed, additional information may be requested. Thank you for your assistance.

Date of Meeting/ Event:	_____	Date of Request:	_____
Name of Requestor:	_____	Day Phone:	_____
Email Address:	_____	Cell Phone:	_____
Location/Address of Event/Meeting:	_____	Location Phone Number:	_____
Start Time:	_____	Ending Time:	_____
President's Actual Arrival Time:	_____	Length of Time President is Required:	_____
Description/ Purpose of Event/Meeting:	_____		
President's Role:	_____		
Speech/Remarks from President requested?:	_____	Length of Remarks/Speech:	_____
Topic of Remarks/Speech:	_____	Will there be other speakers in addition to the president? <i>Please describe</i>	_____
Description of Audience/Attendees:	_____		
Number Attending:	_____	What is the Proper Attire?	<ul style="list-style-type: none"> - <i>Business (suit & tie)</i> - <i>Business Casual (jacket, no tie)</i> - <i>Casual (no jacket)</i>
Recommendations/ Reasons the President Should Attend:	_____		
Other Information/Notes:	_____		

INSTRUCTIONS: Please attach a copy of any available brochure, flyer, or additional information related to the event.

Send completed form to:

By email: president@boisestate.edu

By campus mail: **President's Office, MS 1000**

By fax: **(208) 426-3779**

Or call with questions: **(208) 426-1491**

Thank you!