

Request for President Jenkins Attendance or Participation

EVENT DETAILS		
Event/Meeting Name:		
Event Date:	Start Time:	End Time:
Location of Event:	<input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Reception
Type of Remarks: <input type="checkbox"/> Welcome <input type="checkbox"/> Keynote Speaker <input type="checkbox"/> Attendee <input type="checkbox"/> Other (Explain)		
Purpose, History, or Background of event:		
CONTACT INFORMATION		
Name :	Department:	
Phone:	Email:	
AUDIENCE		
Who is the Audience? (i.e., SGA, RSOs, agencies, community):		
Expected Number of Attendees:	Elected officials or dignitaries attending (Attach list if needed):	
DETAILS FOR SPEAKING		
What key points or topics would your group like to be emphasized:		
Length of Speaking Time:	Length of Stay:	
Are travel costs provided (details):		
APPROVALS		
Submitted by:	Email:	
Phone:	Date:	
Approved by Vice President:	Date:	
Approved By Chief of Staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	

All information on this form must be completed and include vice president's signature prior to submission to Mr. Tom Bennett in 103 Ferrell Hall or tbennett3@wvstateu.edu.

Please submit at least three weeks prior to the event.

Note: Once approved, please provide specifics on accomplishments, milestones, or success stories that could be included in remarks. Bullet points and a complete agenda for this event must be provided at least two weeks before the event to Tom Bennett at tbennett3@wvstateu.edu. (revised 7/16)