

Request for Vice President's Attendance or Participation

Please email completed form to lduarte@csufresno.edu at least four weeks prior to the event. A response will be emailed within one week of the request. For questions, please contact Lydia Duarte at 278-5306.

Requestor Name: _____ Email: _____
Title: _____ Department/Affiliation: _____
Phone: _____ Alternate Phone: _____

Event Information

Meeting or Event: _____ Date: _____
Location/Venue: _____
Requested arrival time: _____ Event Start and End Time: _____
Event Attire: Casual Business Formal (Black Tie)
Audience (please check all that apply): Fresno State Students K-12 Students Community
 Donors/Prospects Staff/Faculty Alumni Media Other (Please explain): _____
 President attending **Other Cabinet member attending - Please list:** _____

Vice President's Role

Attendance Only **Participation**

If Participation, please check all that apply:

Introductions Award Presentation Keynote Remarks Interview or Q&A
 Panelist Other (Please describe): _____
Length of Role: 5 min or less 6-10 minutes 11-15 minutes Other: _____
 Free to leave after his remarks **Stay for entire event, if possible**

Will food be served? Yes No If yes, what type? (lunch, dinner, appetizers, etc.) _____

Required Documents

No less than 2 weeks before event.

- **Specific talking points in bullet format** (goals of event, acknowledgements, program highlights, introduction of key individuals, specific elements that will resonate with the attendees, etc.)
- **Program/agenda and invitation emailed to Dr. Frank Lamas (flamas@csufresno.edu) with a copy to Lydia Duarte (lduarte@csufresno.edu).**

Internal Use Only

Attending: Yes No Notes: _____
Calendared _____ Confirmation or Regrets Sent: _____ Required Documents Received: _____