



MISSOURI

University of Missouri System

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Speaking Request Form

Before completing this form, please contact the President's Office at (573) 882-2011 with your invitation.

Please return completed forms to Regina May, executive assistant to the president, at 321 University Hall, Columbia, Mo., or via e-mail to mayr@umsystem.edu. Please submit at least one month prior to event.

Please contact us with any necessary updates or changes prior to event.

Name of speaker requested: _____

Name of event: _____

Brief description of organization and event (include Web site, if applicable): _____

Date of event: _____ Preferred arrival time: _____

Start time: _____ End time: _____

When will speaker be called to speak? _____

Event address (site and room, if applicable): _____

Parking arrangements and special directions: _____

Preferred length of speech: _____

Type of remarks requested (check all that apply):

Welcome: _____ Introduction: _____

Remarks: _____ Panel: _____

Other (specify): _____

Order of events: _____

Speaker to be introduced by: _____

Question and answer session following speech (circle one): Yes No

Audience size and description: _____

Suggested main points (is there a particular topic that should be addressed? Does the group have any special causes or concerns to be addressed?)

1 _____

2 _____

3 _____

Check all that apply:

Food will be served (if yes, at what point during the event?): _____

Event program available: _____

Other (please specify): _____

Other speakers: _____

Key people to acknowledge in remarks: _____

Key people to meet and greet (include any public and expected officials present, if any): _____

Phonetic pronunciation of names/key people: _____

On-site contact name and cell phone number: _____

Event contact person: _____

Contact phone and e-mail: _____

Form completed by:

Name: _____

Title: _____

Phone and e-mail: _____

Date: _____