# A picture containing text  Description automatically generatedSpeaker Request Form for

Vice Chancellor Renetta Garrison Tull

Directions for Completing a Speaking or Appearance Invitation for Vice Chancellor Renetta Garrison Tull

Thank you for inviting VC Tull to speak or appear at your event! The **earlier** that you send invitations, relevant information, and talking points and/or scripts to the Office of the Vice Chancellor, the better for all! Please take a little time to complete the attached form, making sure to include **all specifics that you are relevant**.

We request that you submit all **invitations at least three weeks**prior to the event date to the Office of Diversity, Equity, and Inclusion, and all **supporting materials and information at least two weeks**prior to the event date.”

By providing a clear picture of your event and what you would like from the Vice Chancellor, you will facilitate the preparation process and help her participate in the way that best serves your goals.

Some things you should know before completing the invitation form:

* The Vice Chancellor feels that she can often be most effective by, for example, making remarks of 5 to 10 minuteson a prearranged topic and then, if desired, taking questions from the audience.
* The Vice Chancellor is also happy to, for example, make scripted formal remarks on appropriate occasions, or merely to appear atan event and participate informally.
* In all cases, remarks followed by a discussion period; scripted formal remarks with or without a discussion period; or a simple appearance, some guidance regarding **topics to be covered** and **issues of special interest to the group** are of great help, as would a snapshot of the entire program including any other speakers. One very good way to prepare the Vice Chancellor is to provide her with rough or polished **talking points or run-of-show script**, which our office can then modify.
* If the Vice Chancellor is to act as a master of ceremonies or presenterfor an awards, appreciation, or celebratory event, we request that you provide her a **draft script/run-of-show**, which our office can then modify.

Thank you for your cooperation, and please submit this form to [gkennix@ucdavis.edu](gkennix%40ucdavis.edu%20) and feel free to contact our office if you have any questions.

Germaine Kennix

Executive Assistant to the Vice Chancellor

Office of the Vice Chancellor for Diversity, Equity, and Inclusion

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<https://diversity.ucdavis.edu/renetta-garrison-tull>

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| **Event date**Click here to enter text. |
| **Event name**Click here to enter text. |
| **Location / link** Click here to enter text. |
| **Time and duration** Click here to enter text. |
| **Snapshot of the program (including other speakers)**Click here to enter text. |
| **Start and end times of the requested participation (including remarks, questions, meal, etc.)**Click here to enter text. |
| **Estimated number of attendees**Click here to enter text. |
| **Which groups will be represented in the audience (e.g., faculty, alumni, etc.)?** Click here to enter text. |
| **Set up will be 1) webinar, 2) virtual meeting, 2) live, from a podium, 2) live, seated at a table, 3) other?**Click here to enter text. |
| **Is a slide deck requested?**Click here to enter text. |
| **Is a virtual background required? If yes, will you provide or do we use our own?**Click here to enter text. |
| **Goals of the event**Click here to enter text. |
| **Objectives of VC Tull’s participation. Is this event a keynote?**Click here to enter text. |
| **How many minutes for remarks, and how many (if any) for audience questions?**Click here to enter text. |
| **Topics or issues for the Vice Chancellor to address.**Click here to enter text. |
| **Will a draft script or talking points be provided? If yes: which one, when, and by whom? (Please provide a script/Run-of-Show if the Vice Chancellor will act as MC or presenter in an awards ceremony or similar formal event.)**Click here to enter text. |
| **How will questions be moderated (by the Vice Chancellor, by a moderator, other?)?**Click here to enter text. |
| **Will background materials be provided? If yes: when and by whom?**Click here to enter text. |
| **Do you suggest any websites for background information?**Click here to enter text. |
| **Please list 1) a Primary Contact Person for this event, as well as 2) any Secondary Contacts with whom we should deal directly. Please include phone numbers and e-mail addresses.**Click here to enter text. |
| **Are there any other facts about the event of which the Vice Chancellor’s office should be aware?**Click here to enter text. |
| **The Office of the Vice Chancellor strongly encourages closed captioning option for her guest appearances. Please identify which service/platform you will utilize during Vice Chancellor Tull’s remarks.**Click here to enter text. |

For further information about any of the above items, or about the Vice Chancellor’s participation in your event, please contact Germaine Kennix gkennix@ucdavis.edu