

WHO:

Please provide a brief description of what unit/organization/etc. is making the request.

Contact Name: _____ Department: _____

Contact Phone: _____ Contact Email: _____

WHEN:

Date of event: _____ Time of event: _____

Event Duration: _____ Start Time: _____ End Time: _____

WHAT:

Event name or description. Send attachment with details if necessary.

Will the event include closed captioning (strongly encourage)? Yes: _____ No: _____

Are remarks requested? Yes: _____ No: _____ (If yes, please select appropriate type below)

Casual/informal (no prepared remarks)

Brief remarks (5-10 mins.)

Welcome remarks (3-5 mins.)

Speech (15-20 mins.)

Major address (20+ mins.)

Topic of VC Tull's Remarks: _____

Two key messages for VC Tull to convey: _____

If no remarks, what will be the Vice Chancellor's role? _____

Are there other speakers (if so, who)? _____

Who will introduce the Vice Chancellor? _____

Make-up of audience (students, faculty/staff, parents, etc.): _____

WHERE:

Event location.

Please submit a copy or draft of the event program and include as an attachment any additional information you think will assist the Vice Chancellor in preparation for her appearance.

Please complete this form and return by email to dei-admin@ucdavis.edu at least 3 weeks prior to the appearance. If the Vice Chancellor will make a speech or major address, additional time to prepare may be required. Vice Chancellor Tull will review your request and you will be notified of her availability.

Thank you for inviting her to participate in your event.