



OFFICE OF THE PRESIDENT

## President Speaking Engagement /Appearance Form

Please fill out this form for all requests for the President to deliver remarks and/or attend an event. All information on this form shall be completed no later than **30 days** in advance of the event.

Time requested for the President's participation should be as accurate as possible, as the President often has multiple events in one day. \*

Once completed, you will be contacted by a staff member in the President's Office to confirm the President's availability. Please allow 48-72 hours after submission to receive a response.

**NOTE:** *If your event changes after submitting this request or the request is received less than 30 days in advance, please email the President's Office at [presadmin@njcu.edu](mailto:presadmin@njcu.edu).*

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### EVENT REQUEST DETAILS

This Event seeks the Presidents...

☐ Attendance ☐ Remarks ☐ Both – The President's Attendance and Remarks

<b>Event Name:</b>	
<b>Event Date:</b>	
<b>Event Location:</b>	
<b>Event Start Time:</b>	
<b>Event End Time:</b>	
<b>Required Arrival Time for the President:</b>	
<b>*If your event is less than 30 days away, please contact the President's Office to confirm the President's availability.</b>	

### EVENT CONTACT

<b>Name:</b>	
<b>Sponsoring Company/Dept.</b>	
<b>Office Phone Number</b>	
<b>Email:</b>	

*\*The Office of the President tries to accommodate requests that uphold the mission of the University and appreciates your understanding when scheduling conflicts prohibit the President's participation.*