



Event Attendance Request Form

Please complete all sections of this form; use attachments if necessary. Submit multiple dates or months in which the event may take place, if possible. Submit this form, **no later than 4 weeks prior to your event.**

Requestor Name: _____ E-mail: _____

Event Logistics

Name of Meeting: _____

Requested Date(s): _____ Day(s) of week: _____

Event Start Time: _____ Event End Time: _____

Location/Venue: _____ Attendance Requested from: _____ EVC & Provost

of Guests Expected: _____ Attire: _____

Event Details

Event Format (e.g., meeting , reception, lunch, etc.) : _____

Purpose of Events (goals, objectives and desired outcomes) : _____

Describe the Audience (Include, name of honorees, elected officials, student groups and key constituents): _____

Reservation/Registration: ☐ Yes ☐ No Tickets/Passes Required: ☐ Yes ☐ No

Executive Vice Chancellor & Provost Remarks

Requesting Remarks from the Executive Vice Chancellor & Provost? ☐ Yes ☐ No

If yes, please specify: ☐ Brief: 5 min. or less ☐ Major: 6 min or more

The following require approval or notification

Will a member of Congress, the state legislature, or other elected officials be involved? ☐ Yes ☐ No

Are UC Presidents or Regents involved? ☐ Yes ☐ No

Is media coverage expected? ☐ Yes ☐ No

Is a campus community dignitary being formally recognized or honored? ☐ Yes ☐ No

Is this event of campus-wide significance (e.g., groundbreaking, anniversary, etc.)? ☐ Yes ☐ No

Is this a development event (Donor recognition, constituent cultivation, etc.)? ☐ Yes ☐ No

Requesting Unit: _____ Date: _____

Contact: _____

Please return all forms via e-mail no later than 4 weeks prior to your event.