



Speech Request Form for Executive Vice Chancellor and Provost

Program Context: Where does the requested speaker fit into your event? (e.g., Introduction, keynote, closing remarks)

Who is speaking before/after the speaker?

Who will introduce the speaker? Provide their full name and title?

Will the speaker introduce anyone? If so, provide their full name, title and a short bio to assist the introduction.

Will the speaker to be asked to acknowledge audience members? (e.g., speakers, organizers, alumni, donors or elected officials)

Provide full names, titles, and a pronunciation guide for anyone to be acknowledged.

What is the history of the event in relationship to the University of California, Merced?

How does this event further the goals of the University? (e.g., promoting education, developing community relationships, furthering research goals, scholarship cultivation?)

Is this a first-time event or an annual event?

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