

Provost's Event Participation Request Form

This request **MUST** be submitted to the Provost's Office, via email as an attachment, **no later than TWO (2) WEEKS prior to an event** at which you are requesting the Provost's participation.

If the Provost's role is to include a speech or speaking part, that information is to be sent THREE (3) WEEKS in advance of the event.

Helpful tips for planning your event for the Provost's participation are noted. Please save the completed form as *EVENT NAME Prov Request.doc* and send via email to ecaron@rider.edu. Please feel free to call ext. 7058 if you have any questions.

Contact Information	
Date of form submission	
Sponsoring office or individual hosting the event	
Contact person	
Phone	
Event Information	
Name of Event	
Event date	
Event time <i>If the Provost is expected for only part of the event, please indicate the appropriate timeframe of her appearance.</i>	Starting time: Ending time: Appearance time: Arrival time:
Event location <i>Include rain location if applicable.</i>	
Purpose <i>Briefly describe event.</i>	
Attire <i>i.e. business formal, business casual, casual(please note how casual)</i>	
Provost's Role <i>Briefly describe the role you expect the Provost to play at the event. Are you asking the Provost to attend only, attend and eat, or play a more significant role (i.e. host the event, give welcoming remarks, introduce a speaker, give a speech)? If you are asking the Provost to speak and there will be others speaking as well, please note who they are (names and titles) and the content/general idea of their remarks so that the Provost will not be repeating the comments. Please also indicate the length of any remarks/speech.</i>	
Agenda/Order of Events <i>Please outline the agenda/order of events, if appropriate. Please note who is introducing whom or if there is a master of ceremonies to lead the entire program. Example: 3:00pm Walt opens program and introduces DonnaJean. 3:05pm DonnaJean gives brief welcome and introduces Phyllis.</i>	

Comments or Speech	
to be given by the Provost:	
<i>If you are requesting that the Provost speak at the event, the actual speech (not bullet points) should be included here or as an attachment. While we recognize concerns that your submission may not be written in the Provost's speaking style, you are the best judge of the message for your audience; review and revisions will be made as necessary and discussed with you. Written speech is to be provided ELECTRONICALLY 3 weeks in advance of the event to brief the Provost and to allow time to make any changes or address any questions. <i>Please send a copy to her Executive Assistant, Elaine Caron at ecaron@rider.edu</i></i>	
Audience:	
<i>Include information regarding composition and size (even if numbers are approximate) and attach a preliminary attendance list, if appropriate. An updated attendance list should be provided two days before the event. Please forward any bios or important information on attendees whom the Provost should know.</i>	
Rider Staff attending:	
<i>Please include names and titles.</i>	
Arrangements/Directions:	
<i>Indicate here if someone will drive/walk with the Provost to the event, or provide directions if the Provost will provide his own transportation.</i>	
Attachments:	
<i>Please note any attachments being submitted with the Provost's Event Form. These may include a master schedule, directions, preliminary attendance list, etc.</i>	
Event Planning Details	
Who will the event participants RSVP to?	
<i>Please indicate name, department, and phone number.</i>	
How many participants are you expecting?	
Will you supply name tags for participants?	
Who will provide the food and beverages?	
<i>Please indicate name, department, and phone number and e-mail the menu choices to the Provost's Office two weeks in advance for review.</i>	
Additional Comments:	

*Please be sure to refer to the **Campus Event Planning Checklist** when planning your event. The checklist can be downloaded from the Rider web site on the event request form page.