



## On-Campus Appearance Request Form Dr. Monique Guillory, President

Please complete as much information as you have about the event and email your request at least four weeks prior to the event to [kvazdeville@dillard.edu](mailto:kvazdeville@dillard.edu). You will be notified of the president's availability and her requirements.

**In the event the President is unavailable, may she send her representative?** \_\_\_\_\_

Event Day, Date, and Time \_\_\_\_\_

Type/Theme of Event \_\_\_\_\_

Contact Name / Department \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Event Location \_\_\_\_\_

Bring Welcome / Closing Remarks? \_\_\_\_\_

Start Time of President's Presentation \_\_\_\_\_ Length of time \_\_\_\_\_

Who will introduce the President? \_\_\_\_\_

Setting (panel discussion, speech, lecture, departmental meeting, etc.) \_\_\_\_\_

Will the event be live streamed? \_\_\_\_\_

Audience Size \_\_\_\_\_ Will there be a Q&A? \_\_\_\_\_

Audience Composition (faculty, staff, students, community, etc.) \_\_\_\_\_

Please provide an agenda and program.

Please provide guest(s) bio(s) and website.

Office Use:

\_\_\_\_\_ *President is Available* \_\_\_\_\_ *President is Unavailable* \_\_\_\_\_ *President will send a Representative*