 **REQUEST FOR PRESIDENT TO SPEAK AT, OR ATTEND, AN EVENT**

*SRF should be submitted to the President’s Office at least one month prior to the event so that we can do our best to accommodate your request. Please provide as much detail as possible and keep the President’s Office informed of any changes prior to the event. Requests that are not submitted by this process will be returned.*

 **EVENT DETAILS**

|  |  |
| --- | --- |
| **Event Name**  |  |
| **Brief Description**  |  |
| **Organiser** |  |
| **Date** |  |
| **Time** |  |
| **Venue** |  |
| **Contact on the day -name & number** |  |
| **MC for event** |  |
| **Running Order** |  |

**REQUEST FOR THE PRESIDENT**

|  |  |
| --- | --- |
| **President’s Commitment:** | *Please indicate nature of President’s involvement (Welcome Address; Speech; Presenting Awards; Slide presentation)* |
| **Arrival time for President** |  |
| **Who introduces the President?** |  |
| **President’s speaking time & expected duration**  |  |
| **Key points for President to convey in his speech.** |  |
| **Acknowledgements** | *List names of (1) VIPs attending (2) people to be thanked.*  |
| **Will there be Q&A**  |  |
| **Is the President required to introduce the next speaker?** | *If yes, please provide full time, title and short bio.* |

**ADDITIONAL DETAILS**

|  |  |
| --- | --- |
| **Expected audience number** |  |
| **Description of audience** |  |
| **Venue Set up** | *Please describe set up (e.g. top table/podium/microphone/slide projector etc*) |
| **Seating arrangement for President** |  |
| **Special arrangements for VIPs (if any)** | *Include arrangements for parking, meet and greet, seating etc. as appropriate.* |

**SPEAKING REQUEST APPROVAL**

|  |  |
| --- | --- |
| **Your contact name & tel. number** |  |
| **School/Unit** |  |
| **Has request been approved by Head?** |  |
| **Date** |  |