**Request for president to attend/participate in event**

All requests must be signed by a ULC member.\*

Their signature of approval indicates that they are **recommending** the president’s participation.

All fields must be completed. Indicate N/A if not applicable.

Email completed forms to [requestpresident@marquette.edu](mailto:requestpresident@marquette.edu).

|  |  |
| --- | --- |
| **Name and description of event or meeting:** |  |
| **Location:** |  |
| **Date, time (start and end), and proposed agenda:** |  |
| **Suggested arrival and departure time of president:** |  |
| **Describe the president’s proposed role:** |  |
| **Is the president’s spouse requested to attend? If so, describe their role:** |  |
| **Describe the audience (estimated # of attendees, constituency, etc.):** |  |
| **Additional information:** |  |
| **Will the ULC member approving this request attend? If not, please provide reason:** |  |
| **Contact person for this request (name, department, and phone number):** |  |

*If your request is approved, you may be asked to complete a detailed briefing document, which will help the president and staff prepare for the event.*

**ULC member sign and date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*External requests do not require signature.*