

Request for President Lovell's Attendance

IMPORTANT: All requests must be reviewed and approved by a dean or vice president. Please email your completed forms to requestpresident@marquette.edu.

SECTION 1

Name of event/meeting	
Date (specific or preferred)	
Event start and end time	
Time requested (include suggested arrival time)	
Location	
Expected number of attendees and description of audience	
Event objective	
Agenda or program outline (attach draft if available)	
Role of the president	
Length of remarks (if any)	
Additional information or comments	

SECTION 2

Dean or vice president approval	Name: _____	Date: _____
	Signature: _____	
Will the dean or vice president attend? If not, please give reason		
Submitted by	Name: _____	Phone: _____
	Office or group planning event: _____	