



**NORTHERN MICHIGAN  
UNIVERSITY**

Office of the President  
1401 Presque Isle Avenue  
Marquette, MI 49855-5301  
906-227-2242 • FAX: 906-227-2249

**Dr. Brock Tessman, President**  
**Speaker/Event Request Form**

Please complete this form if you are requesting that the president speak at or attend an event. The Office of the President tries to accommodate most requests that support the mission of the university and appreciates your understanding when scheduling conflicts prohibit his participation.

*Requests must be received thirty days in advance of the event.*

NOTE: Times requested for the president's participation should be as accurate as possible, as the president often has multiple events in one day. If the event schedule changes after submitting this request, the requestor should contact Terri Williams at (906) 227-2242 as soon as possible. ***Please contact us with any other necessary updates or changes prior to event.***

**REQUESTOR INFORMATION**

School/Department/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the requesting group a school or organization affiliated with NMU?

Yes—Please note the leadership within your group approving this request (e.g. advisor’s name):

\_\_\_\_\_  
 No—If no, why do wish the NMU President to speak at this event?

**EVENT INFORMATION**

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event (start & end): \_\_\_\_\_

Time commitment of the President’s participation at event:

Attend entire event       Speak/Make appearance       Meet and Greet/Reception

Location of event: \_\_\_\_\_

Brief description/purpose of event: \_\_\_\_\_

Brief description of audience: \_\_\_\_\_

Miscellaneous information: \_\_\_\_\_

Attire for event? \_\_\_\_\_ Assigned seating? \_\_\_\_\_ Parking? \_\_\_\_\_

Will food be served? \_\_\_\_\_ Expected attendance? \_\_\_\_\_ Other: \_\_\_\_\_

**SPEAKER REQUEST** (complete this section only if request is for the President to speak at event)

**Type of remarks requested:**

- Welcoming remarks (3-5 minutes)                       Short remarks (5-10 minutes)
- Full speech (11-20 minutes)                               Major address (21+ minutes)
- Additional time for Q&A                                       Other \_\_\_\_\_

Suggested main points (Is there a particular topic that should be addressed? Does the group have any special causes or concerns to be addressed?): \_\_\_\_\_

**Audience for event (check all that apply):**

- Students                       Faculty                       Staff                       Alumni
- Campus                       Community                       Elected officials                       Group members only

List dignitaries and other special guests: \_\_\_\_\_

Is an introduction of the President required? (Details): \_\_\_\_\_

Will the President be expected to introduce anyone? If yes, whom? (Please submit bio and phonetic pronunciations of names and names of key people): \_\_\_\_\_

Are a podium and microphone available? \_\_\_\_\_ Is there PowerPoint capability? \_\_\_\_\_

Are press/media expected to attend? \_\_\_\_\_ Is the event open to the public? \_\_\_\_\_

Additional comments: \_\_\_\_\_

**PRIOR TO EVENT**

- If the President's name is noted on invitation or material for an event, those pieces must be submitted to the Office of the President for review and approval *prior to printing*.
- **Event Background**  
 All background info for President's remarks due 7 business days prior to event  
 Biographical information (if applicable) due 5 business days prior to event  
 Order of program due 5 business days prior to event  
 List of attendees due 2 business days prior to event  
 Table seating (if applicable) due 2 business days prior to event

**I have read and understand the procedures listed above and agree to abide by them.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use only	Initial	Date
Rec'd in the President's office	_____	_____
Entered on President's calendar	_____	_____
Notified contact person	_____	_____
Forwarded event checklist	_____	_____