

**UNIVERSITY OF CALIFORNIA, RIVERSIDE**

**Requesting Department \_\_\_\_\_  
(Department Name)**

**BACKGROUND:** Preparation of major speeches and remarks for the Chancellor will be overseen by Cynthia Giorgio, Associate Chancellor. ***If PowerPoint is required, additional time may be needed.***

Speech/ Remarks Contact:	Email Address:	Phone #:
Department Name:	Campus Address:	

**DIRECTIONS:** Please provide as much information and include as much detail as possible. Boxes will expand as you type. If you do not meet the deadline above, the Chancellor or EVC Wartella may be unable to speak at your event.

<b>Event Details</b>	<ul style="list-style-type: none"> <li>Event Name:</li> <li>Date:</li> <li>Time:</li> <li>Has the "Event Appearance Form" been previously submitted? Yes _____ No _____</li> <li>Has the Chancellor's Office approved the Chancellor's participation already? Yes _____ No _____</li> </ul> <p><i>If no, please submit "Event Appearance Form" first.</i></p>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>What is the focus or theme of the program?</li> </ul>
<b>Audience</b>	<ul style="list-style-type: none"> <li>Has the Chancellor or another university official spoken to your group recently? If so, when? What was the topic?</li> </ul>
<b>Messages</b>	<ul style="list-style-type: none"> <li>Are there any specific points or messages that you would like addressed in these prepared remarks? If so, what are these specific points or messages? <i>Please provide detail or bullet points.</i></li> <li>What do you think the audience wants to hear? Are there any issues or concerns of which the Chancellor should be aware?</li> </ul>

Logistics

- What is the setting? Is it formal or informal? What is the attire?
  
- Intro \_\_\_\_\_ Remarks \_\_\_\_\_ Full Address \_\_\_\_\_  
If intro, who is the Chancellor introducing?
  
- Length \_\_\_\_\_ minutes
  
- # in Audience
  
- 1. Podium?  Yes  No  Other \_\_\_\_\_
- 2. PowerPoint?  Yes  No  Other \_\_\_\_\_
- 3. Video/Audio?  Yes  No  Other \_\_\_\_\_
- 4. Media?  Yes  No  Other \_\_\_\_\_
- 5. Photographer?  Yes  No  Other \_\_\_\_\_
- 6. Q&A?  Yes  No  Other \_\_\_\_\_
- If so, how long (minutes)* \_\_\_\_\_
- 7. Media event?  Yes  No  Other \_\_\_\_\_

Program

- Who will provide the Chancellor's introduction? What does the Chancellor need to say about this person?
  
- Does the Chancellor need to acknowledge anyone in addition to the person introducing him?
  
- Who else is speaking at this event? *If possible, attach agenda or schedule.*
  
- Will the Chancellor need to introduce anyone following him on the program?

Miscellaneous

- Is there anything else we should know to help ensure the success of your event?