

**PRESIDENT'S PARTICIPATION AT EVENTS  
REQUEST FORM**

Please complete and return this form to Eric Allen, Senior Aide to the President, via email (eallen6@tulane.edu). President Fitts' participation is not confirmed until the designated contact person receives written confirmation from the President's office.

Please see the last page to request a pre-recorded video for your event.

**Today's date:**

**Requestor's Name:**

**Requestor's Phone Number:**

**Requestor's Email:**

**Request for Attendance at Live Event**

(Virtual or In-Person)

**Event name:**

**Sponsoring department/organization:**

**Event date:**  **Start & end time:**

**Time frame for the president to attend:**

**Event location & address (for virtual events, please clarify the platform to be used):**

**On-site/lead contact person:**

**Name:**

**Title:**

**Mobile phone:**

**Campus phone:**

**Email address:**

**Expected audience size (in-person events must follow city/state guidelines regarding event occupancy limitations):**

*Please continue to the next page to provide additional information on the president's role at your event.*

Audience will include (check all that apply):

Students

Faculty

Staff

Media

Alumni

Community

Government Officials

Who will greet the president upon arrival?

For in-person events, please clarify the health and safety measures taken by the sponsoring department (i.e., social distancing guidelines, mask/face covering requirements, pre-and-post event sanitization, etc.)

### President's Role

Remarks requested:

Welcome Remarks (2-3 minutes)

Short Remarks (4-10 minutes)

Full Speech (11-15 minutes)

Additional time for Q&A

Other:

If speaking, what topics should the president address?

Who will introduce the president at the event?

Will the president be expected to introduce anyone? If yes, whom?

Please list all speakers, including names and titles:

Event overview (program, background, purpose, etc.):

**Request for Pre-Recorded Video**

**Event name:**

**Sponsoring department/organization:**

**Event date:**

**Start & end time:**

**Remarks requested:**

**Welcome Remarks (2-3 minutes)**

**Short Remarks (4-10 minutes)**

**Full Speech (11-15 minutes)**

**Additional time for Q&A**

**Other:**

**Please describe the occasion (purpose of the event; audience; context in which this recording will be used):**

**What topics should the president address in this video?**

**Additional comments:**

*Please submit the completed participation form to Eric Allen (eallen6@tulane.edu )*