

Request for Provost Meeting/Event Attendance

Note: This form, which must be submitted at **least two weeks** prior to the event/meeting; however, to ensure availability, the earlier it is submitted, the better. Once you click on the "CLICK HERE TO SUBMIT" button below, an email will be generated to which one can type additional comments and/or attach materials.

All requests for the Provost to attend events must be pre-approved by the Division's Vice President or the School's Dean. Proof of approval may be submitted along with this form (e.g. attach email). At least 10 days prior to the event, the requester must provide an agenda or program, as well as bullet points. These should be sent to: Maria.Camaj@lehman.cuny.edu and Denise.Escano@lehman.cuny.edu.

Date of Request: Date: _____ Sponsoring Organization/College Department/Unit _____

Requester Information

Contact Person: _____ Telephone Phone: _____

E-mail: _____ Address/Campus Location: _____

Meeting/Event Information

Name of Meeting/Event: _____

Date of Event _____ **Type of Event:** ribbon-cutting award ceremony cultural event **other:** _____

Event Co-Sponsor: _____

Event Location: _____

Purpose of meeting/
event:

Event Background/
rationale

Expected Number of People in Attendance: _____ Composition of the audience: _____

Dress Code: _____ Start time of the event: _____ End time of the event: _____

Time of Provost speech/remarks/presentation: _____

Note: Unless confirmed by the Provost's Office, the Provost will only participate for the duration of his speech/remarks/presentation.

Who is introducing the Provost (name and title)? _____

Is the Provost expected to introduce anyone (name and title)? _____

VIPs and/or Organizers the
Provost should acknowledge

On-Site Event Contact Information (day of event)

Name: _____ Department/Organization: _____

Telephone: _____

Approved by Divisional Vice President/Dean or School Dean: _____

Please attach any pertinent information regarding the event to the email.

CLICK HERE TO SUBMIT

(Office Use Only) Provost will attend: _____