

**PROVOST PARTICIPATION AT EVENTS
REQUEST FORM**

Please complete and return this form to the Provost Office via email (nmolina1@tulane.edu). Provost participation is not confirmed until written confirmation is received by the Executive Assistant. **Once confirmed, you are responsible for sending a calendar hold to rforman@tulane.edu cc'ing nmolina1@tulane.edu.**

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:

Arrival time:

Time frame for the Provost to attend:

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

On-site/lead contact person:

Name:

Title:

Mobile phone:

Campus phone:

Email address:

Expected audience size:

Audience will include (check all that apply):

Students

Faculty

Staff

Media

Alumni

Community

Government Officials

Who will greet the Provost upon arrival?

Logistics (please indicate parking details, splash card access requirements, etc.):

Provost'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:

****A draft speech and run-of-show must be sent 2weeks in advance****

Who will introduce the Provost at the event?

Is the Provost expected to introduce anyone? If yes, whom?

Please list all speakers, including names and titles:

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

Additional comments:

--

Please submit the completed participation form to nmolina1@tulane.edu.