Request for President Kevin Ross's Attendance or Participation

This form is required if you would like President Ross to participate in any event or function. Please fill out all sections of the form and submit to jburke@lynn.edu.

It will be the responsibility of the event organizer to monitor any changes to the event details listed on this form and update the Office of the President immediately of those changes.

Event Details

Name of event:

Date of event:

Time of event:

Location of event:

Purpose of event:

Event Organizer Information

Organizer name:

Organizer e-mail:

Organizer phone number:

Will the organizer be on hand for the event? ☐ Yes ☐ No

Role of President Ross

1) What is the nature of the role the president is expected to play? Check all that apply.

☐ Remarks ☐ Keynote Address

☐ Panelist ☐ Interview or Q & A

☐ Introduction ☐ Award Presentation

☐ Informal Discussion ☐ Other (please describe)

2) Length of time requested:

☐ 5 minutes or less ☐ 5 - 10 minutes ☐ 10 - 20 minutes

☐ Other (please specify)

3) Is a lectern available? ☐ Yes ☐ No

4) Is a microphone available? ☐ Yes ☐ No

5) Please describe the order of the event, including speakers and the amount of time appointed for each speaker.

6) If applicable, who will be introducing President Ross?
Will they need a copy of his bio? ☐ Yes ☐ No

7) Will President Ross be introducing anyone else?
If yes, please attach their bio or any other information that would assist with the introduction.

8) Is the president free to leave upon completion of his portion of the event or should he plan to stay for the entire event?

☐ Free to leave ☐ Stay for the entire event

Additional Event Information

9) What is the atmosphere of the event and the appropriate attire (e.g., business, casual)?

10) Please describe the expected size and composition of the audience:

11) Please list any members of the university cabinet and administration who will be at the event:

12) Please list any VIP guests who will be attending the event:

Please make sure to attach any additional information pertaining to the event, including but not limited to:

- Any printed materials, including invitations or programs
- Bios of other speakers
- Additional background information on the event or organization
- Guest lists / numbers expected in attendance
- Seating arrangements
- Phonetic spellings of names that might be difficult to pronounce.