

MSU Office of the President Speaking Engagement Request Form

Thank you for contacting the Office of the President. **This form is used to request a speaking engagement for Lou Anna K. Simon, President of Michigan State University.** We receive a steady stream of speaking engagement requests. In order to better understand and prepare for each one, we ask that you provide the following information: ***Required Field**

Event Name: Click here to enter text. *Event Date: Click here to enter text.		Type of remarks requested (check one): <input type="checkbox"/> WELCOME <input type="checkbox"/> INTRODUCTION <input type="checkbox"/> REMARKS <input type="checkbox"/> SPEECH <input type="checkbox"/> PANEL
*Event start time: Click here to enter text. Event end time: Click here to enter text. Program start time: Click here to enter text. *Length of remarks: Click here to enter text. Time of remarks: Click here to enter text.		
Printed Program? <input type="checkbox"/> YES <input type="checkbox"/> NO Publication date: Click here to enter text.		
If available attach detailed agenda.		
*Location: Click here to enter text.		
*Sponsoring organization: Click here to enter text.		
*Contact person and title: Click here to enter text.		
*Office phone: Click here to enter text.	*Cell phone (for day of event): Click here to enter text.	*Email address: Click here to enter text.
*Description of event: Click here to enter text.		
*Description of audience: Click here to enter text.		
Anticipated number in audience: Click here to enter text.	*Suggested topic(s): Click here to enter text.	
Press or electronic media in attendance? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will you provide talking points or an outline? <input type="checkbox"/> YES <input type="checkbox"/> NO	
President to be introduced by: Click here to enter text.		
Other speakers (if any) and order of appearance: Click here to enter text.		
What technical support will be available? Click here to enter text.		
Will remarks be recorded? (Please indicate format) <input type="checkbox"/> AUDIOTAPE <input type="checkbox"/> VIDEOTAPE <input type="checkbox"/> OTHER (specify):		

Additional information: Please provide copies of any schedule/agenda for the event, any prepared script for President Simon and/or other speakers and any additional background information that might be useful. **Note: When appropriate and not obliged to speak from a lectern, President Simon prefers to use a lapel mike.** Please return this completed form to Lori Blankenship, Executive Staff Assistant to the President; blankens@msu.edu or fax to 517.432.0200.