

# CHANCELLOR-DEAN PARTICIPATION REQUEST FORM FOR EVENT/MEETING

This document is to communicate program events/activities, notification of special guests, elected officials, business leaders, etc., request for participation of the Chancellor-Dean, and event details. Please be as specific as possible.

**Event/Meeting Name:** \_\_\_\_\_

**Requestor:** \_\_\_\_\_

**Meeting Platform:**

Zoom  MS Team  Other \_\_\_\_\_

**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_  In Person \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Desired Role of the Chancellor-Dean** (i.e. attendee, participant, provide brief welcome, speaker, presenter, etc.):

**Purpose, History, Background of the Event:** \_\_\_\_\_

**Staff/Faculty Member Point of Contact Information:** \_\_\_\_\_

**Audience** (check all that apply)  PreK-8th  High School  College

Faculty  Staff  Alumni  Business  Community  Government  Legislators  Other: \_\_\_\_\_

**Special Guest(s):** \_\_\_\_\_

**Expected Attendance:**  0-19  20-49  50-99  100-149  150+  Other: \_\_\_\_\_

\*Please provide agenda/itinerary to the Office of the Chancellor-Dean

**Please list any additional notes** \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Vice-Chancellor Signature, Date

\_\_\_\_\_  
Chancellor -Dean Signature, Date

If you have any questions, please do not hesitate to contact the Office of the Chancellor-Dean (jacqueline\_dixon@suagcenter.com).