

Request for the Provost's Participation
Special Events

Date submitted:

Sponsoring Office:

Contact name:

Phone:

E-mail:

Activity Name:

Activity Purpose / Strategy:

Date, if known:

If not known, would you like the Provost to suggest dates? Yes
Within what time frame (within next month, eg.)?

Location:

Start time:

End time:

Role of the Provost:

Greeting? Remarks? Please be specific on topics you would like the Provost to talk about.
Length of remarks.

Critical time for the Provost, if applicable:

Provost's onsite contact:

Expected number of guests:

Is the event invitation only: Yes No

Brief background on event:

VIPs to be invited:

Additional comments:

If the Provost is unavailable (check one): choose alternate date
 designate alternate UNM official

Please forward this completed form to Diane Maresco (dmaresco@unm.edu).

