



## Chancellor Request Form

To request the Chancellor’s attendance or participation at an event, please complete and submit this form **at least two weeks prior** to the event. The form and any additional attachments may be submitted online or via email to Dede Kirkpatrick at [dede.kirkpatrick@ttu.edu](mailto:dede.kirkpatrick@ttu.edu).

You will be notified of the Chancellor’s availability after all the requested information is submitted.

**Please note that more information provided on this form helps determine the Chancellor’s ability to attend and/or participate in your event.**

Thank you.

Today’s date:		
Request type: <input type="checkbox"/> Appearance only <input type="checkbox"/> Brief remarks <input type="checkbox"/> Speech/Lecture <input type="checkbox"/> Feature/Keynote speaker <input type="checkbox"/> Panel discussion – moderator <input type="checkbox"/> Panel discussion – moderator <input type="checkbox"/> Other (please specify):		
<b>Requestor information</b>		
Name:		Email:
Title:		Best Contact Phone #:
Host/organization name:		
Organization website:		
Has the Chancellor addressed this group or organization in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the date and name of the event:		
<b>Event information</b>		
If requestor will not be at the event, please provide the name and phone number of an on-site contact:		
Name:		Phone:
Type of event: <input type="checkbox"/> In-person <input type="checkbox"/> Virtual <input type="checkbox"/> Pre-recorded <input type="checkbox"/> Hybrid		
Livestream/Zoom information:		
Event name:		Event date:
Event website:	Start time:	End time:
Event location name:	Event location phone:	
Event location (address, building, room):		
Event parking location:		
Requested arrival and departure time for the Chancellor:		



TEXAS TECH UNIVERSITY SYSTEM  
Office of the Chancellor™

Attire: <input type="checkbox"/> Casual <input type="checkbox"/> Business casual <input type="checkbox"/> Business <input type="checkbox"/> Formal <input type="checkbox"/> Black tie	
Expected number of attendees:	
Audience: <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Community <input type="checkbox"/> Donor <input type="checkbox"/> Other (Please specify):	
Distinguished guests also attending:	
Elected officials also attending:	
<b>Information for speaking events</b>	
Who will introduce the Chancellor? (name, title and brief bio):	
Suggested length of remarks: <input type="checkbox"/> Brief <input type="checkbox"/> 5 min. <input type="checkbox"/> 10 min. <input type="checkbox"/> 15 min. <input type="checkbox"/> Other (Please specify):	
Requested topics/talking points for remarks:	
Technology available at event: <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Presentation Screen <input type="checkbox"/> Computer <input type="checkbox"/> Other (Please specify):	
Will the event be recorded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event be broadcast? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will a photographer be present? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is media invited? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Attachments and additional information</b>	
Please submit as much of the following information as possible with this form. If the following information is not currently available, please submit via email <b>at least two days prior</b> to the event to Dede Kirkpatrick at <a href="mailto:dede.kirkpatrick@ttu.edu">dede.kirkpatrick@ttu.edu</a> .	
Attached: <input type="checkbox"/> Complete agenda and event program <input type="checkbox"/> Host/organization and event background <input type="checkbox"/> Confirmed guest list <input type="checkbox"/> Table/seating arrangement and names of guests at the Chancellor's table <input type="checkbox"/> Event invitation (please submit for review before publication/distribution when listing the Chancellor) <input type="checkbox"/> Other (Please specify):	