



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY
 1601 East Market Street
 Greensboro, NC 27411

SCHEDULING REQUEST FORM: CHANCELLOR HAROLD L. MARTIN, SR.

INSTRUCTIONS

- **PLEASE ALLOW THREE WEEKS FOR THE CONSIDERATION OF YOUR REQUEST.**
- Requests will not be confirmed more than six weeks in advance of the event.
- Complete this form in its entirety (**three pages**). An incomplete form will not be considered a formal request and the provided information will not be considered for scheduling.
- Press releases, advertisements, invitations, programs, photographs and other materials that use the chancellor’s name/likeness or indicate his attendance at an event must be reviewed and approved by the Office of the Chancellor before being distributed.
- Attach to/with this form a copy of any available brochure, flyer, agenda or additional information related to the event and the chancellor’s role.
- The chancellor’s schedule is subject to change at any time due to university business and other responsibilities.

GENERAL CONTACT INFORMATION

Date of request _____

Name of requestor _____ Email address _____

Day phone _____ Cell phone _____

Name of person responsible for event _____ Email address _____

Day phone _____ Cell phone _____

EVENT INFORMATION

Day (of the week) and date of event _____

Name of event _____

Brief description of event _____

Location _____

Location phone _____

Rain site (if outdoor event) _____

Rain site phone _____

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EVENT INFORMATION, cont.

Start time _____

End time _____

Time by which chancellor must arrive _____

Length of time required of chancellor
(attach agenda) _____

Would it be beneficial for chancellor to remain
throughout event? If yes, why? _____

Will dignitaries attend or participate?
If yes, attach list with role at event. _____

Audience (include all possibilities) _____

THE CHANCELLOR'S ROLE

Please check all that apply:

Preside over occasion _____

Bring greetings _____

Provide opening remarks _____

Deliver the occasion _____

Introduce speaker/participant _____

Introduce keynote speaker _____

Serve as moderator _____

Participate in a panel discussion _____

Present award(s)/honor(s) _____

Acknowledgements _____

Participate in a ceremony (attach details) _____

Provide closing remarks _____

Other (specify) _____

- more -

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THE CHANCELLOR'S ROLE, cont.

If speech is required, what is desired length? _____

Topic of speech _____

Talking points to address (attach) _____

Will there be other speakers? Describe. _____

OTHER DETAILS

Who will greet the chancellor upon his arrival?

Name _____

Title _____

Day phone and cell phone _____

Designated or general parking?

Attach directions to parking area. _____

Will a meal be provided?

Indicate whether before, during or after program. _____

Where will the chancellor be seated?

Indicate table, dais (platform), etc. _____

If at a table, who will be seated with the chancellor?

Attach list if necessary. _____

From where will the chancellor speak?

Indicate lectern, table, out in the open, etc. _____

Indicate if the following will be available:

Microphone (indicate type) _____

Equipment for PowerPoint presentation _____

Return the completed form and attachments to fedaye@ncat.edu.