



RUST COLLEGE

Office of the President

PRESIDENTIAL SPEAKING ENGAGEMENT REQUEST

Planning note: Please submit this request at least 30 days prior to the event.
Submission does not guarantee the President's availability.

REQUESTOR INFORMATION

Organization / Department

Primary Contact

Title

Phone

Email

EVENT INFORMATION

Event Name

Event Date

Time

Location

Estimated Attendance

Audience

Students

Faculty / Staff

Alumni

Community

Donors

Government Officials

Business Leaders

PRESIDENTIAL PARTICIPATION

Requested Role

Keynote Address

Welcome Remarks

Panel Discussion

Award Presentation

Invocation

Other

Length of Remarks

5 min

10 min

15 min

20 min

30 min+

Event Purpose

Briefly describe the event and why you are requesting the President's participation.

Preferred Topic or Message



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LOGISTICS

Will media be present?	Yes	No
Will the event be livestreamed?	Yes	No
Will the President be introduced?	Yes	No
Podium and microphone provided?	Yes	No

Parking / Arrival Instructions

SUPPORTING MATERIALS

Please attach, if available	Event Agenda	Program	Invitation
	Background Information	Other	

INTERNAL USE ONLY

Date Received		Reviewed By	
Recommendation	Approve	Decline	Delegate
President's Decision	Approved	Declined	Delegate

Comments

REQUIRED ATTACHMENTS

- Event Agenda (if available)
- Event Flyer or Invitation
- Organization Background (if external)
- Any requested talking points or special instructions

SUBMISSION CHECK Complete request • Attachments included • Submitted within 30-day window