

Confirmation of President's Attendance/Participation

Press TAB to move between fields.

Name of Function:

Function Date: Start Time: End Time:

Function Location: Arrival Time:

Type of audience: Anticipated attendance:

Contact Person: Telephone number:

President's obligation (click to check appropriate box below) and length of time:

☐ Attendance only ☐ Welcoming remarks ☐ Introductory remarks

☐ Brief speech ☐ Keynote address ☐ Closing remarks

Please provide some ideas you would like incorporated into the President's comments, or indicate if remarks will be provided for the President. Attach additional sheets if necessary.

President will be seated (click to check appropriate box below): President will be introduced by:

☐ At head table ☐ On Stage ☐ In audience

Others seated with the President:

Individuals present who should be acknowledged by the President:

Please complete all shaded areas and return to Marcy Cetnar (mcetnar@esu.edu)
at least TWO WEEKS PRIOR TO YOUR EVENT.

All changes must be communicated to the President's Office.