UC RIVERSIDE UNIVERSITY OF CALIFORNIA

Event Attendance Request Form
DUE 30 DAYS BEFORE EVENT

The participation of Chancellor France Córdova must be coordinated through the Chancellor's Office for all events, meetings and activities.

QUESTIONS: Jessica Kump Email: jessicak@ucr.edu Extension: 24580
Forms must be received and approved by appropriate Dean or Vice Chancellor.
Do not submit calendar requests directly to the Chancellor's Office.

DIRECTIONS: Complete all sections of this form. If applicable, submit multiple dates or months in which the event may take place. Use the [TAB] key to move to each field; double-click on boxes to select. Save your completed document, and then attach to an e-mail to the appropriate Dean or Vice-Chancellor for pre-approval. If the event meets the requirements of the appropriate office, it will be forwarded to Ray O'Brien who will then be in touch with you to confirm information supplied, and request any additional materials dealing with the event.

Off-Campus applicants: Please complete form and submit directly to Jessica Kump at jessicak@ucr.edu

If remarks/welcome/comments/speech are desired, you must complete and submit the Speech Request Form after event participation is confirmed by Jessica Kump.

Event Name		Confirmation of Chancellor participation requested by:		
Event Date(s) or Timeframe	Begin Time	End Time	# of guests invited	Approximate # of expected guests
Location		Attire	Additional options for Chancellor's participation in event	
Goals/objectives of event and format (dinner, reception, lecture, etc.)				
Describe the audience, including honorees, VIPs, or key constituents				
Attendance is requested for: □ Chancellor Robert D. Grey □ Associate to the Chancellor, Kathleen Grey		Indicate the staff liaison at the event: Cell #:		
Remarks requested: □ Yes □ No Please Specify: □ Brief Remarks – 5 min or less Contact: □ Major Speech – 6 min or longer ***If Yes is marked above, also complete Speech & Remarks Form***		Briefing materials will be provided by:		

The following require approval or notification (see instructions):

1. Is this a fund-raising event? □ Yes □ No
2. Will the Chancellor's name be used on printed materials? □ Yes □ No
3. Do you plan to invite any University of California Regents? □ Yes □ No

Who will be our contact coordinating the event?	Name:	Contact #:
Campus Address:	Email:	Fax #:

Can you assist with the Chancellor's transportation?: □ Yes □ No
Details:

Requesting division:
□ Advancement □ UNEX/Int'l Programs
□ Research □ Student Affairs
□ GSOE □ BCOE
□ AGSM □ CHASS □ CNAS

Department/ Unit: _____

X _____
Vice Chancellor or Dean Approval

OFFICE USE ONLY

Comments:

Date Received:

The Chancellor	□ Will Attend	□ Will Not Attend
Exec. Vice Chancellor	□ Will Attend	□ Will Not Attend
Christian Foster	□ Will Attend	□ Will Not Attend
Charles Whitney	□ Will Attend	□ Will Not Attend