**UNIVERSITY OF CALIFORNIA, RIVERSIDE**

*Requesting Department ____________________________ (Department Name)*

**BACKGROUND:** Preparation of major speeches and remarks for Chancellor Robert D. Grey will be overseen by Cynthia Giorgio, Assistant Chancellor. *If PowerPoint is required, additional time may be needed.*

<table>
<thead>
<tr>
<th>Speech/Remarks Contact:</th>
<th>Email Address:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Campus Address:</td>
<td></td>
</tr>
</tbody>
</table>

**DIRECTIONS:** Please provide as much information and include as much detail as possible. Boxes will expand as you type. The word “Chancellor” applies to Chancellor Grey. *If you do not meet the deadline above, the Chancellor or EVC Wartella may be unable to speak at your event.*

**Event Details**
- Event Name:
- Date:
- Time:
- Has the “Event Appearance Form” been previously submitted? Yes_____ No _____
- Has the Chancellor’s Office approved the Chancellor’s participation already? Yes_____ No _____

*If no, please submit “Event Appearance Form” first.*

**Purpose**
- What is the focus or theme of the program?

**Audience**
- Has the Chancellor or another university official spoken to your group recently? If so, when? What was the topic?

**Messages**
- Are there any specific points or messages that you would like addressed in these prepared remarks? If so, what are these specific points or messages? *Please provide detail or bullet points.*
- What do you think the audience wants to hear? Are there any issues or concerns of which the Chancellor should be aware?
Logistics

- What is the setting? Is it formal or informal? What is the attire?

- Intro ______ Remarks ______ Full Address ______

  If intro, who is the Chancellor introducing?

- Length ______ minutes

- # in Audience

  1. Podium? □ Yes □ No □ Other _____________
  2. PowerPoint? □ Yes □ No □ Other _____________
  3. Video/Audio? □ Yes □ No □ Other _____________
  4. Media? □ Yes □ No □ Other _____________
  5. Photographer? □ Yes □ No □ Other _____________
  6. Q&A? □ Yes □ No □ Other _____________

  If so, how long (minutes) _____________

  7. Media event? □ Yes □ No □ Other _____________

Program

- Who will provide the Chancellor’s introduction? What does the Chancellor need to say about this person?

- Does the Chancellor need to acknowledge anyone in addition to the person introducing him?

- Who else is speaking at this event? If possible, attach agenda or schedule.

- Will the Chancellor need to introduce anyone following him on the program?

Miscellaneous

- Is there anything else we should know to help ensure the success of your event?