

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.***

| | | |
|--|-----------------------------------|----------|
| Speech/ Remarks Contact: Department Name: | Email Address: Campus Address: | Phone #: |
|--|-----------------------------------|----------|

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 | <ul style="list-style-type: none"> 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 _____ <p><i>If no, please submit “Event Appearance Form” first.</i></p> |
| Purpose | <ul style="list-style-type: none"> What is the focus or theme of the program? |
| Audience | <ul style="list-style-type: none"> Has the Chancellor or another university official spoken to your group recently? If so, when? What was the topic? |
| Messages | <ul style="list-style-type: none"> 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? <i>Please provide detail or bullet points.</i> 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?