

Please TYPE the requested information into the fillable PDF form and email the completed form to rlondon@uwyo.edu. Questions may be directed to the Office of the President at (307) 766-4121. Your event request will not be confirmed until a completed request has been submitted and approved by the President and her staff.

Event Name		Date
Location	Start Time	End Time
Sponsoring Organization/Office		
Event Planner Contact Name	Contact Email	Contact Phone
Day-of-Event Contact Name	Contact Email	Contact Phone <small>(Cell phone preferred)</small>
Brief Event Description		
Participants/Audience (Including number anticipated and any VIPs)		
Description of Expectations for President's Participation		
Request to Give Remarks?	Type of Remarks	Time Remarks to Begin and Duration
Additional Event Notes		

Note: If remarks are requested, the Office of the President will follow up with instructions on the information that will be required. Additional information for the event may be requested before an event is confirmed. Any changes in plans must be communicated immediately.