



SPEECH/APPEARANCE REQUEST

President Robert O. Kelley

Complete, print and return form to Pat Bohnet, Executive Assistant to the President, Office of the President, University of North Dakota, 264 Centennial Dr Stop 8193, Grand Forks, ND 58202. Questions, contact 701-777-2122 or patriciabohnet@mail.und.edu.

Event Date	Event Time
Name of Event	
Sponsored/Hosted by	
Point of contact for event	Point of contact's phone #
Point of contact's email	
Audience for event	
Location of event	Room
Location Address	Location phone #
Expected attendance	Open to public?
	Media Expected?

Are remarks requested?	YES	NO	
	Welcome remarks (3-5 minutes) Speech (15-20 minutes)	Short remarks (5-10 minutes) Major address (20+ minutes)	Additional time for Q&A Other

Event MC		Who introduces the President	
Will written invitations be issued	YES	NO	(If YES please send a draft or sample)
Will there be a podium?	YES	No	Technology/AV Equipment (If yes, please list) YES No
Is the President expected to introduce anyone?	YES	No	If YES, Who?
Will awards be presented	YES	No	Who will present the awards

To whom will they be presented

Order of speakers
Other dignitaries attending the event
Issues important to your organization/suggested topics for the President to address
Additional Information