



Office of the President  
Special Event Request Form

Title of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Organization/Person Hosting Event: \_\_\_\_\_

Location and Physical Address of Event: \_\_\_\_\_

Parking Information for Event: \_\_\_\_\_

Actual Start Time of Event: \_\_\_\_\_ Approximate End Time of Event: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Cell Phone Number (in case of emergency the day of the event): \_\_\_\_\_

Nature of Dr. Bowen's Appearance: Brief Remarks Keynote Meet and Greet Other: \_\_\_\_\_

Suggested subject matter for Dr. Bowen's remarks:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Specific talking points Dr. Bowen should include in her remarks:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Anticipated Number of Guests Attending Event: \_\_\_\_\_

Type of Guest Audience (Students, Faculty, Community, All Women, etc...):

\_\_\_\_\_

\_\_\_\_\_

**[Note: a podium or stand is requested for Dr. Bowen's use when delivering her remarks]**

Preferred Length of Dr. Bowen's Remarks: 10 minutes    20 minutes    30 minutes [to include Q & A]

Starting Time for Remarks: \_\_\_\_\_ Ending Time for Remarks: \_\_\_\_\_

Microphone Set-Up:        Hand-held        Lapel        Other: \_\_\_\_\_

Additional Information Dr. Bowen may find helpful when preparing for and/or attending the event:

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Print Deadline for Promotional Materials (if applicable): \_\_\_\_\_

Promotional Materials Requested:        Photo        Bio        Keynote Title        Other:\_\_\_\_\_

Thank you for inviting Dr. Robin E. Bowen to your event. You will receive confirmation of her availability 2-3 weeks after submitting this form. Fax (479-890-6493) or email completed forms to Brittney Daubenheyer, Administrative Assistant to the President: bdaubenheyer1@atu.edu

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