

 **CHANCELLOR’S ATTENDANCE REQUEST FORM**

|  |
| --- |
| **USE THE [TAB] KEY TO MOVE TO THE NEXT FIELD; DOUBLE-CLICK MOUSE ON CHECK BOXES TO SELECT** |
| INSTRUCTIONS: Please complete all sections of this form; use attachments if necessary. When possible, please submit multiple dates or months in which the event may take place.  Advancement-related requests must be routed through Lisa Dyer at Lisa\_Dyer@ncsu.edu.  Requests from other departments must be submitted to Lindsay Recchie at Lindsay\_Recchie@ncsu.edu.  **Please note: requests that do not include the signature of the dean, vice chancellor or unit head will not be processed and will be returned to you.** |
| Event Name      |
| Event Date(s) or Timeframe      | Day(s) of Week      | Begin & End Times      | # of guests to be invited      | Approximate # of guests expected      |
| Proposed Location      | Chancellor’s Role (briefly describe)       | Attire (i.e., Black tie, Business casual)       | Event Format (dinner, reception, presentation, etc)      |
| Describe goals/objectives and desired outcome(s) of your event      |
| Describe the invitees, including honorees, VIPs, or key constituents       |
| Attendance is requested for: [ ]  Chancellor [ ]  Susan Woodson | Please indicate the anticipated funding source for this event:      |
| **If you answer YES to any of the following, you must follow the instructions and deadlines attached:**1. Are you requesting the Chancellor to make remarks: [ ]  Yes [ ]  No
	1. Name of the person who will be the contact for draft remarks:
2. Could this be considered an Advancement event? [ ]  Yes [ ]  No
3. Will the Chancellor’s name be used on printed materials? [ ]  Yes [ ]  No
4. Will the Chancellor be noted as host on the invitation? [ ]  Yes [ ]  No
	1. If co-hosting, please indicate with whom. Co-host:
5. Do you plan to invite NC State Trustees and/or other dignitaries? [ ]  Yes [ ]  No
6. Are you requesting use of The Point for the event? [ ]  Yes [ ]  No

  | Please specify type of remarks:Welcome Remarks –3 min or less [ ] Specific Remarks – 10 min or less [ ]  Major Speech – 15 min or longer [ ]  |
| Requestor name:       Phone:       Campus Address:       E-mail:       |
| Requesting division:        | X Dean/Vice Chancellor/Unit Head Approval***(If form is submitted electronically, include the approver in the cc: field in lieu of signature)*** |
|  |
| OFFICE USE ONLY |
| X Vice Chancellor Approval/Secretary Approval | The Chancellor | [ ]  Will Attend [ ]  Will Not Attend |
| Comments      | Susan Woodson | [ ]  Will Attend [ ]  Will Not Attend |
| Other: | [ ]  Will Attend [ ]  Will Not Attend |

Please attach proposed invitation text, event literature, guest list categories, and any other information you think may be helpful.

|  |  |
| --- | --- |
|  **CHANCELLOR’S ATTENDANCE REQUEST FORM (PAGE 2)** | **Instructions** |
| Please note **DEADLINES**. *(all refer to calendar days)* |
| **PARTICIPATION CRITERIA** | Before you request participation of the Chancellor, please consider the following criteria * What University objective does their involvement achieve?
* Do the size and composition of the audience create a strategic opportunity to deliver a particular message?
 |
| NOTIFICATION PROCESS | You will receive confirmation from **Lindsay Recchie** via e-mail, when a decision has been made on your request. If approved, **University Special Events** will be copied on the notice and an event planner will be assigned to your event. You will hear from University Special Events **WITHIN ONE WEEK OF THIS NOTICE.** |
| REMARKS | If the Chancellor will deliver prepared remarks at your event, advance notice is required for remarks to be written and approved. Your event planner will review the full timeline and remarks procedure with you. In short: For Advancement events, all remarks and/or suggested bullet points must be vetted by senior advancement staff **FOUR WEEKS PRIOR TO THE EVENT**. All event remarks must be reviewed by the Chancellor’s Office **TWO WEEKS PRIOR TO THE EVENT**. If your event was scheduled within a time that does not meet these deadlines, please work with your assigned event planner to make alternative arrangements to have the remarks approved ASAP. Please keep in mind when submitting draft remarks to also include:* 2-3 sentences describing the program focus or theme
* Specific points or messages to be included
* Who will introduce the Chancellor
* The length of time the Chancellor will speak
* Other special instructions (Q&A after remarks, special presentations, other introductions etc.)
 |
| **BRIEFING MATERIALS** | * An official event brief will be created by your assigned event planner—with your help. This briefing will serve as a guideline for planning your event along the way. The final brief will be submitted to the Chancellor’s Office as a part of the final event packet.
* All Advancement events will require a guest list and bullet report. Advancement Services will be alerted upon approval of your event by your event planner, and a guest list and bullet report will be provided **TEN DAYS PRIOR TO THE EVENT**.
* All additional background materials must be solidified and submitted to your event planner **TEN DAYS PRIOR TO THE EVENT**.
* The final event packet will then be submitted by your event planner to the Chancellor’s Office **ONE WEEK PRIOR TO THE EVENT.**
 |
| APPROVALS REQUIRED | * EVENT MATERIALS – Invitations and other printed or electronic materials that include the Chancellor’s name must be submitted to--or created by--your event planner who will then submit to the Chancellor’s Office for approval.
* BOARD OF TRUSTEES AND OTHER DIGNITARIES – Please notify **P.J. Teal, Secretary of the University,** (pjteal@ncsu.edu) **and cc your event planner** if you would like to invite any members of the NC State Board of Trustees or any other dignitary.
* THE RESIDENCE – Advance approval is required for use of The Point. Please identify an alternate venue should The Point be unavailable. The Residence is only available for events that are hosted by the Chancellor and/or Susan Woodson. For guidelines on the use of The Point, please see: http://university-communications.ncsu.edu/events/chancellor-participation/.
* GUEST LIST– Your event planner will work with you to identify the best method for inviting guests to your event (printed vs. electronic vs. phone). A guest list must be submitted to your event planner **SEVEN WEEKS PRIOR TO THE EVENT.** Invitations will be mailed **SIX WEEKS PRIOR TO THE EVENT (four weeks when the event is scheduled with less than eight weeks notice).** Your event planner will share with you the template for all guest list submissions.
 |
| SUBMISSION | Fill out the attached form completely. Incomplete forms will delay consideration of your request.* **All Development requests** - forward to **Lisa Dyer** for internal review and prioritization by Advancement senior staff. Lisa will submit your request to the Chancellor’s Office.
* **All other requests** - submit directly to **Lindsay Recchie**.
 |
| QUESTIONS or CHANGES? | Ellen Klingler, University Special Events, 5-7184, Ellen\_Klingler@ncsu.edu Lindsay Recchie, Chancellor’s Office, 5-2191, Lindsay\_Recchie@ncsu.edu  |