



MINNESOTA STATE

Appearance Request Form

Chancellor
Minnesota State Colleges and Universities

Thank you for your interest in having the chancellor appear at your event. To assist in managing the Chancellor Rosenstone's schedule, we ask that you initiate any invitation for the chancellor to speak at or attend an event or meeting by submitting this form at least eight weeks prior to the event. All requests will be considered and responded to in a timely manner. The chancellor strives to accept as many invitations as possible. Frequently, however, he must decline an invitation due to various obligations and duties. Your patience with managing the chancellor's calendar is appreciated.

Today's Date (MM/DD/YYYY)

1. Contact Information

Organization's Name

Contact's Name

Contact's Title

Contact's Phone Number

Contact's Email Address

2. Event Information

Event Title

Description of Event (*200 char. limit*)

3. Date & Time of Event

Date
(MM/DD/YYYY)

Arrival Time

Start Time

End Time

4. Location Information

Street Address

Street Address Line 2

City

State

Zip Code

Have you included a map from Downtown St. Paul?

Yes

No

5. Speaking Engagements

Will Chancellor Rosenstone be speaking?

Yes (go to 6 below)

No (go to 10 below)

6. Chancellor's Remarks

Length (in minutes) of chancellor's remarks

Length of Q&A (in addition to remarks, if applicable)

Please list the topic(s) you would like Chancellor Rosenstone to address (*form field will expand*)

7. Audience

Estimated Number of Attendees

Please list attendees who should be recognized in the chancellor's remarks

8. Logistics for a Speaking Engagement

Name of Introducer or Emcee

Affiliation

If there are others speaking, please list their names and affiliations (*form field will expand*)

9. Additional Information

Is there anything else Chancellor Rosenstone should know about this event? (*100 char. max*)

10. Submission Instructions

Save this form and send a completed copy (hardcopy by mail or attachment by email) along with an agenda or program to:

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