



President Nicole Pride, Ph.D.
12th President West Virginia State University

West Virginia State University Presidential Participation Request Form

EVENT DETAILS

Event/Meeting Name:

Event Date:

Start Time:

End Time:

Location of Event (*full address*):

- On-Campus
 Off-Campus

- Breakfast Lunch
 Dinner Reception

Desired Role of the President:

- Welcome (3-5 minutes)
 Keynote Speaker Brief Remarks (*less than 15 minute*)
 Keynote Address (*20 minutes or more*)
 Panel Participant
 Attendee
 Interview Q&A
 Other (Explain)

Purpose, History, or Background of event:

CONTACT INFORMATION

First Name:

Last Name:

Division/Department (internal)/
Agency/Organization:

Phone Number:

Email:

Website Address:

AUDIENCE**Audience Composition: (Mark all the apply)**

- Students
- Faculty
- Staff
- Alumni
- Business Leaders
- Community Leaders
- Elected Officials (Please list below)
- Members of your Organization Only
- Other:

Expected Number of Attendees:

Elected officials or dignitaries attending:

EVENT DETAILS

What key points or topics would your group like to be emphasized:

Expectation for the President to remain (*meet & greet only, entire event, after speaking, etc.*)

What time should the President arrive?

Who will greet the President upon arrival?
Name/Title/Contact Number

If this is a seated event, please list all guests sitting at the President's table:

If speaking at the event, is there someone the President should recognize by name at the Podium?

Do you need a biography or photo of the President? Yes No

Will there be a Videographer or Photographer? Yes No
Contact Information to obtain a Photo?

Is the First Lady/First Family requested?

Travel Costs/Provided (*details, maps*):

APPROVALS

Submitted by:	Email:
Phone:	Date:
Approved by Vice President/Name: <i>(for internal requests only):</i>	Date:
Approved By Chief of Staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

For internal institutional requests, the submission of this form must include the Vice President’s Signature. Please submit the completed form to presidentialevents@wvstateu.edu or deliver to 103 Ferrell Hall, P.O. Box 399, Institute, WV 25112-0399. *Please submit at least three weeks prior to the event for consideration.*

(Revised 4/18)