



BUFFALO STATE
The State University of New York

Presidential Engagement and Remarks Request Form

This form is designed to effectively manage requests for the President's attendance and possible participation at events, with a minimum lead time of 60 days. If the request is not within 60 days, please follow the expedited request instructions at the bottom of the form. By completing and submitting this form, you are assisting the President's Office in optimally scheduling and preparing the President for upcoming engagements. Complete information is required to facilitate proper evaluation of your request. Incomplete forms will be returned. All Requests must have your Vice President's Approval and Signature.

Forms received without VP approval and signature will be returned.

The request will be reviewed by the President/COS to determine availability to attend/participate. The Executive Assistant will confirm with you whether the request is approved.

I. Event Details:

Event Title:

Date:

Location:

Time: (Specify if the president is requested for time beyond the official start)

Vice Presidential Area:

Name of Requester / Staff Liaison for Event:

Contact Information:

Event Organizer/Organization Details:

Date Request Form Submitted:

II. Attendee Information:

Expected Number of Guests:

Noteworthy Attendees (Please provide a list and brief background of anyone significant the president should be aware of):

Attire (Please check the appropriate box):

☐ Academic Regalia

☐ Black Tie (Men: Tuxedo or dinner jacket, black bow tie. Women: Formal, full-length evening dress)

☐ Business (Men: Suit and tie. Women: Suit, business-style dress, dress with a jacket)

[] Business Casual (Men: Trousers, dress shirt, possibly a tie. Women: Trousers/skirt, blouse, dress)

[] Casual (Men: casual pants, casual shirt. Women: casual pants, casual shirt/dress)

Other:

III. Administrative Details:

Resources Required from President's Office (e.g., bio, photo, etc.):

IV. Event Briefing:

Event Overview (Please provide a summary, the purpose of the event, and the strategic outcomes expected from the president's attendance):

Order of Program (Please insert here or attach separately):

Additional Documentation (Please insert any additional that will be helpful):

V. President's Role:

Is the President Expected to Deliver Remarks? (Yes/No)

If yes, please complete the following:

1. Outline of Message to be Conveyed by the President:
2. Key Audience Insights (Who are they? What do they care about?):
3. Any Specific People to Thank/Acknowledge/Mention? (Please explain why):
4. Any Hard Data to be Included in the Remarks (facts, figures)?:
5. Length of Remarks (time):
6. Who will Introduce the President?
7. Will the President Introduce Anyone Else? (If yes, please supply information):

VI. Request Review:

Please note that submission of this request does not guarantee approval. The request will be reviewed by the President/Chief of Staff to determine availability to attend/participate. You will be contacted upon review of your request.

Expedited Request Instructions:

If the request is within 30 days, please ensure to mark it as "Expedited" and expect to follow up within 48 hours for an update on the approval process.

Name of Preparer: _____

Name of Vice President: _____

Signature of VP: _____