



AUBURN UNIVERSITY
OFFICE OF THE PRESIDENT

President Steven Leath Appearance Request Form

Thank you for your interest in having President Steven Leath attend your event. Please complete the form below and email to Janie Boles, boles@auburn.edu. Should you have questions, please contact Janie Boles at 334-740-0960.

Requestor Information

Requestor _____ Telephone _____
Email _____
Business/Organization _____
Organization brief description or website _____

Event Information

Name of Event _____
Location Address _____
Parking Directions _____

Date of Event _____
Time Event Begins _____ Time Event Ends _____
President's Arrival Time _____ President's Departure Time _____
Event Type _____
Breakfast Lunch Dinner Reception Meeting Other (describe below)
Provide details about the event _____

Is Mrs. Janet Leath's attendance requested at this meeting/event? Yes No

Appropriate Attire
Business Casual Business Black Tie Other (Please describe)

Host(s) _____ Host's phone _____

On-site contact _____ Mobile phone _____

Please describe what you would like the president to do in connection with your event. Please be specific.

Remarks

Are Remarks Requested?

Yes No Panel Presentation

How long do you want President Leath to speak?

What topics do you want President Leath to address?

Please provide any background materials that will assist President Leath in preparing his remarks or will help him to better understand the event.

Audience

Who will introduce the president?

Estimated Attendance

Dignitaries who should be acknowledged in the audience

Auburn University Alumni in Audience

Press/Media/Photographers Expected?

Yes No

Audio/Visual Available (podium, microphone, please list)

When do you need a response regarding President Leath's availability?