



PRESIDENT'S PARTICIPATION AT EVENTS GUIDELINES

*Please refer to the following guidelines when requesting President Fitts' participation at a Tulane University event. To inquire about scheduling or to submit briefing materials, **please contact Kerry Stockwell, aide to the president, at 504-314-2605 or kerry@tulane.edu**.*

Note: advance notice of at least 60 days is required in order to request the president's participation at an event, which is dependent on his availability.

Though a date may be held, his participation is not confirmed until the designated contact person from the requesting department receives written confirmation the President's office.

1. The department initiating the request should contact Kerry Stockwell in order to select date(s). Once a date is on hold, a representative from the department must complete and submit the President's Participation at Events Request Form.

2. The department *must* prepare a briefing packet for the President. The final version of the briefing packet should be submitted electronically to Kerry Stockwell at least 14 days prior to the event. The packet should include:

- Logistical information: event name, start/end time, location, address
- Event program (detailed minute-to-minute timeline of event flow/speaking order)
- Room set-up (ex. classroom style; round tables; U-shape)
- A/V set-up
- RSVP list with full names/affiliations; if no RSVP, include a general description of attendees
- President's role at the event
- If applicable, name and title for person introducing the president to speak
- If applicable, name and title for person that the president should introduce to speak next
- If applicable, names and titles for people seated at President's table
- Biographies for speakers and honorees
- Contact information for organizing department's on-site staff:
name, title, campus number, mobile number, email

3. The hosting department must provide the on-site support staff to work before, during, and after the event.

4. The hosting department is responsible for all expenses associated with the event.

Thank you in advance for your assistance. Please do not hesitate to contact Kerry Stockwell with any questions.



PRESIDENT'S PARTICIPATION AT EVENTS

REQUEST FORM

Please return the completed form to Kerry Stockwell, aide to the president, via email (kerry@tulane.edu) or campus mail (218 Gibson Hall).

Please note: advance notice of at least 60 days is required in order to request the president's participation at an event, which is dependent on his availability. Though a date may be held, his participation is not confirmed until the designated contact person from the requesting department receives written confirmation from the president's office.

Today's date:

Event name:

Sponsoring department/organization:

Event date:

Start & end time:

Time frame for the president to attend:

Event location & address:

On-site contact person:

Name:

Title:

Campus phone:

Mobile phone:

Email address:

Number of expected guests:

Names of prominent guests expected to attend:

Who will greet the president upon arrival?

President's role:

If speaking, what topics should the president address?



Who will introduce the president at the event?

Is press/media expected to attend? yes no

Event overview (background, purpose, etc.):

Additional comments: