

Office of the Senior Vice President and Provost

*Appearance Request for Dr. Jason Keith*

Thank you for requesting Provost Keith’s participation at your event. Representing the university is an important aspect of Dr. Keith’s role, and he strives to meet with as many groups and audiences as possible. As you may imagine, the provost has many commitments and is sometimes not able to attend a requested event. If that is the case, the office will work with you to arrange another member of the Provost’s Office leadership team to attend your event.

This form is used to coordinate the provost’s schedule and remarks and should be completed at the time a request is made. The information you provide helps Dr. Keith prepare for your event. Please complete the applicable sections and email the form, at least two weeks prior to the event, to Megan Peterson (meganmp@iastate.edu). Requesters are also encouraged to include event programs/agendas, annual reports, or other materials that will help the provost better engage with your audience.

Feel free to contact Megan at (515) 294-0070 if you have any questions.

**Event Description**

Name of Event

Contact Person (name and title)

Phone Email

Description of the Event

Day and Date of Event

Start Time End Time

Requested time for the Provost’s Arrival

Location of Event

Host/Chair/Emcee of the Event (name and title)

**Attendees and Audience**

Description of the Event’s Attendees and Audience

Estimated Number of Persons in Attendance

Will Dignitaries Attend? If so, list names.

Will ISU Alumni Attend? If so, list names.

Will Media Representatives Attend? If so, list organizations.

**Remarks by the SVPP**

Are remarks or a presentation requested? Generally, Provost Keith prefers shorter remarks (3-10 minutes), but other options may also be considered.

 No prepared remarks to the audience – casual, informal, meet-and-greet, networking

 Welcoming remarks (3-5 minutes)

 Closing remarks (3-5 minutes)

 Short remarks (5-10 minutes)

 Speech (15-20 minutes)

 Address (20 minutes or more)

Suggest an Outline or Talking Points for the Remarks. What Topics are of Interest to the Audience?

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Other Speakers or Presenters at the Event:

Will a Screen, Projector, or Podium be available?