



# CHANCELLOR REQUEST FORM

## STEP 1

### BEFORE COMPLETING THIS FORM:

please contact the Chancellor's Office at [chancellor@umkc.edu](mailto:chancellor@umkc.edu) to check availability.

To ensure availability, submit form 45 business days prior to the event.

Requestor(s):	Phone:	Today's Date:
Department/Organization:		
Requested Executive:	<input type="checkbox"/> Appearance Only	<input type="checkbox"/> Remarks <input type="checkbox"/> Speech

### EVENT LOGISTICS *(The following information must be completed for ALL requests.)*

Event Date:	Event Start Time:	Event End Time:
Event Title:		
Event Type:	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Meeting <input type="checkbox"/> Other
Location Name:	Location Address:	
Event Purpose:		
Attire: <input type="checkbox"/> Business Casual <input type="checkbox"/> Business <input type="checkbox"/> Formal <input type="checkbox"/> Black Tie		
Chancellor requested arrival time:	Chancellor may leave by:	
On-Site Contact 1:	Mobile #:	Email:
On-Site Contact 2:	Mobile #:	Email:

### SPEAKING REQUEST *(Complete this section for speaking requests.)*

Speech Length:	Speech Start Time:	Speech End Time:
Purpose & Desired Outcome:		
Talking Point(s):		

APPROVAL	SIGNATURES <i>(Complete this section for speaking requests.)</i>	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Supervisor/External Requestor	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Dean/Designee	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Vice Chancellor/Provost/Asst. Vice Chancellor	/ /
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Chancellor's Office	/ /