



PROVOST REQUEST FORM

STEP 1

Before completing this form, please contact Carol Oetting at coetting@umkc.edu to check availability.

In order to ensure availability submit form 45 business days prior to the event.

Requestor(s): _____ Phone: _____ Today's Date: _____

Department/Organization: _____

Requested Executive: Provost Jennifer Lundgren Appearance Only Speech Welcome

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

Event Date: _____ Event Start Time: _____ Event End Time: _____

Event Title: _____

Event Type: Breakfast Lunch Dinner Reception Meeting

Location Name: _____ Location Address: _____

Attire: Business Casual Business Formal Black Tie

Photographer on-site: Yes No Media Present: Yes No

Provost requested arrival time: _____ Provost may leave by: _____

On-Site Contact: _____ Mobile Phone: _____

On-Site Contact: _____ Mobile Phone: _____

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

Speech Length: _____ Speech Start Time: _____ Speech End Time: _____

Purpose and desired outcome: _____

Talking Point(s): _____

APPROVED:

SIGNATURES *(required BEFORE submission to Provost's Office):*

DATE:

YES NO _____
Supervisor/External Requestor

YES NO _____
Dean/Designee

YES NO _____
Vice Chancellor/Deputy Chancellor/Asst. Vice Chancellor

YES NO _____
Provost

Submit completed form to: UMKC Provost's Office • 5115 Oak St. • Room 357 • Kansas City • MO • 64110
Email: provost@umkc.edu Phone: 816.235.1024 • Fax: 816.235.5509