

SPEECH REQUEST FORM

This form has been designed to help coordinate speeches and appearances by President Lee T. Todd Jr. You may return it via fax, (859) 257-1760, or mail to Office of the President, University of Kentucky, 101 Gillis Building, Lexington, KY 40506-0033. Please submit your request **at least four weeks prior to the event**. Should you have questions concerning this material, please contact Judi Quire at (859) 257-1702. Thank you for your cooperation.

Please keep in mind that the President's schedule is subject to change at any time in the event of emergencies or important developments in University business. If such situations affect the President's attendance at your event, a member of the President's staff will contact you, and when possible we will send a representative. In the event of agenda or timing changes, please notify our office immediately.

Name of Event: *required

Sponsoring Organization:

Date and Time: *required

Contact Person: *required

Office Phone: *required

Cell Phone:

After-hour or Weekend Contact: *required

E-mail:

Mailing Address:

Fax:

President's Arrival Time:

Departure Time:

Event Location: *required

Event Address:

*required

Event Location Phone:

*required

Dress/Attire:

Is Mrs. Todd's attendance requested? Yes No

Where should President enter?

Who will greet President upon arrival?

Who will introduce President at event?

Nature of Event:

VIPs or Legislators in attendance: Yes No *required

If so, who?

*required

Are remarks requested? Yes No

Welcoming remarks (3-5 minutes)

Short remarks (5-10 minutes)

Speech (15-20 minutes)

Major address (20 minutes +)

Topics President should address:

*required

Will there be other speakers? Yes No

If so, who?

*required

Will UK alumni be in attendance? Yes No

If so, who?

Drive time to location from UK:

Press/Media expected to attend: Yes No

Media representatives or organizations expected:

Number of persons estimated to be in attendance:

*required

On-site contact person at event location:

On-site contact person's cell/pager numbers:

If, for any reason, the President is unable to speak on the requested date will you accept an alternate speaker from the University of Kentucky? Yes No

Any other important details?

If someone in the audience needs accommodations such as a sign language interpreter, please contact the President's Office at (859) 257-1702 to make special arrangements.

CHECKLIST -- Please fax or mail the following to our office as soon as possible:

- This form, filled out as completely as possible
- Specific driving directions from UK to your event
- Parking information for the President
- An event agenda (working agendas are acceptable, however, please forward the final version as soon as it becomes available)
- Any press release produced by your event organizers
- Suggested talking points, background information or speech guidelines
- Scripts or teleprompter information, if necessary

Please fax the form and materials to (859) 257-1760, or mail them to:

Judi Quire

Assistant to the President

Office of the President

University of Kentucky

101 Gillis Building

Lexington, KY 40506-0033

If you have any questions, please do not hesitate to call our office at (859) 257-1702.