THE UNIVERSITY OF TENNESSEE SYSTEM

UT SYSTEM PRESIDENT SPEAKER REQUEST FORM

Please note this form is not a confirmation of availability

1. Inviting Organization:

2. Organization description:

3. Organization website:

4. Event location:

5. Event type/description:

6. Event topic:

7. Event start date/end date:

8. Event start time:

9. Specific speaking start/end time for the President (please include time zone):

10. Speaking duration/Q&A duration

11. Topic details for the speaker/areas you would like the President to cover (please be specific):

12. Number of attendees expected:

13. Composition of attendees/audience:

14. Will photography be taken at event?   Yes   No

If yes, please text images **within one hour** of the event's conclusion to Melissa Tindell and Charles Kemp for publicity purposes at 865-216-1051/615-295-1975. Please provide identification of those in the photo. Images can also be emailed to mtindell@tennessee.edu and charles@tennessee.edu **within one hour** of the event's conclusion.

15. Event contact

First Name: Last Name:

Phone: Email: