



University of Northern Colorado President Andy Feinstein greatly appreciates invitations to engage with members of the University community, communities across Colorado, and organizations through participation in meetings and special events. Every effort is made to accommodate reasonable requests for the President's involvement. Since many such requests for President Feinstein's participation are received each week, organizations are asked to submit their requests as early as possible, but preferably no later than four weeks in advance.

In order to ensure that the President is properly prepared to support the desired outcomes of an event, we also ask the requesting office or organization to submit briefing information and materials to the Office of the President in advance, and on the timelines noted below.

Please note that if details (ex.: location, dates, times, etc.) change after a request has been submitted and/or confirmed, the Office of the President **must be notified immediately** by calling (970) 351-3520.

☐ **FOUR OR MORE WEEKS PRIOR TO EVENT**

Complete a request for the President's participation and submit a copy to Lori Riley at [lori.riley@unco.edu](mailto:lori.riley@unco.edu). The form is available on the Office of the President [website](#).

*Requests should be submitted to the Office of the President at least four weeks in advance to facilitate participation and ensure adequate time for planning.*

*Submission of a request does not guarantee the President's participation. Staff in the Office of the President will follow up by phone or email to confirm whether the President will be able to accommodate a request.*

☐ **TWO TO THREE WEEKS PRIOR TO EVENT**

For confirmed events, please submit supplemental information and materials to be included in the President's event briefing.

*The following should be submitted as soon as they are available, but no later than two weeks in advance, except under exceptional circumstances.*

- Any updates to the event briefing sheet, as originally submitted (by email to [lori.riley@unco.edu](mailto:lori.riley@unco.edu));
- Full event or meeting agenda;
- Remarks: If remarks have been requested, suggested prepared remarks and bulleted talking points that include key information the President will be asked to convey;  
*If remarks are requested, additional guidance will be provided by the Office of the President on what information is required. Submitted remarks may be edited for form and content, but provide important information to aid in the President's planning, preparation, and participation in the event. As such, they are required.*
- List of RSVP'd participants; for tabled events, please include a list of individuals to be seated with the President. If event RSVP's are collected after the two-week mark, an updated list should be submitted three business days prior to the event;
- Brief bios and/or CV's for special guests and/or VIP's; and,
- For off-campus events, please include additional details such as directions and instructions for parking.

☐ **ONE WEEK PRIOR TO EVENT**

For confirmed events, please affirm the final event details with Lori Riley in the Office of the President by calling (970) 351-3520 or emailing [lori.riley@unco.edu](mailto:lori.riley@unco.edu).

*We appreciate your invitation and cooperation with providing the necessary information and materials to ensure the President is well prepared to contribute to the success of your meeting or event.*



## EVENT REQUEST AND BRIEFING SHEET

Please **TYPE** the requested information into the fillable PDF form and email the completed form to [lori.riley@unco.edu](mailto:lori.riley@unco.edu). Questions may be directed to Lori Riley in the Office of the President at (970) 351-3520 or [lori.riley@unco.edu](mailto:lori.riley@unco.edu). Your event request will not be confirmed until a completed request has been submitted and approved by the Office of the President.

Event Name		Date
Location	Start Time	End Time
Sponsoring Organization/Office		
Event Planner Contact Name	Contact Email	Contact Phone
Day-of-Event Contact Name	Contact Email	Contact Phone <small>(Cell phone preferred)</small>
Brief Event Description		
Participants/ Audience (Including number anticipated and any VIPs)		
Description of Expectations for President's Participation		
Request to Give Remarks?	Type of Remarks	Time Remarks to Begin and Duration
Additional Event Notes		

*Note: If remarks are requested, the Office of the President will follow up with instructions on the information that will be required. Additional information for the event may be requested before an event is confirmed. Any changes in plans must be communicated immediately.*