



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. Questions may be directed to Lori Riley in the Office of the President at (970) 351-3520 or 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.