**Pre-Event Planning Form**

This form is provided as a resource. To request for Chancellor Michael Alexander to attend an event, complete this form and email it to the Chancellor’s office, **2 months prior to the event**. His office will respond using the contact information you provide to confirm his attendance and role.

Note: All activities at the event should be consistent with University policies and procedures.

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| **EVENT INFORMATION** |

|  |  |
| --- | --- |
| Name of Event: |  |
| Date: |  |
| Time: |  |
| Location: |  |
| Estimated Attendance: |  |
| Budget: |  |

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| What is the purpose of the event? How does this event promote the mission of UW-Green Bay? |
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| **CONTACT INFORMATION** |

|  |  |
| --- | --- |
| Primary Contact Name: |  |
| Primary Contact Email: |  |
| Primary Contact Cell: |  |

|  |  |
| --- | --- |
| Secondary Contact Name: |  |
| Secondary Contact Email: |  |
| Secondary Contact Cell: |  |

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| **CHANCELLOR REQUEST** |

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| Do you request the Chancellor’s Attendance? |  |
| Role of the Chancellor: |  |

*Please be as complete as possible. You will be notified within 7 days if your request is approved.*

*Email this form to* [*chancellor@uwgb.edu*](mailto:chancellor@uwgb.edu)*.*

*Questions? Call 920-465-2207*