



CHANCELLOR REQUEST FORM

STEP 1

Before completing this form, please contact Yolanda Branch at branchy@umkc.edu to check availability.

In order to ensure availability submit form 45 business days prior to the event.

Requestor(s):	Phone:	Today's Date:
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Department/Organization:

Requested Executive: Chancellor C. Mauli Agrawal Appearance Only Remarks Speech

EVENT LOGISTICS *(The following information must be completed for ALL requests.)*

Event Date:	Event Start Time:	Event End Time:
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Event Title:

Event Type: Breakfast Lunch Dinner Reception Meeting Other

Location Name:	Location Address:
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Attire: Business Casual Business Formal Black Tie

Photographer on-site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Media Present: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Chancellor requested arrival time:	Chancellor may leave by:
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On-Site Contact:	Mobile Phone:
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Email Address:

On-Site Contact:	Mobile Phone:
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Email Address:

SPEAKING REQUEST *(Complete this section for speaking requests)*

Speech Length:	Speech Start Time:	Speech End Time:
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Purpose and desired outcome:

Talking Point(s):

APPROVAL	SIGNATURES <i>(required BEFORE submission to Chancellor's Office)</i>	DATE:
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<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Supervisor/External Requestor	_____
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<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Dean/Designee	_____
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<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Vice Chancellor/Provost/Asst. Vice Chancellor	_____
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<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Chancellor/Chancellor's Office	_____
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Submit completed form to: UMKC Chancellor's Office • 5115 Oak Street. • Room 301 • Kansas City • MO • 64112
 Email: chancellor@umkc.edu – Phone: 816.235.1101