



# PROVOST REQUEST FORM

## STEP 1

Before completing this form, please contact Becky Markley at [markleyr@umkc.edu](mailto:markleyr@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: Provost Jennifer Lundgren  Appearance Only  Speech  Welcome

### 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

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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Provost requested arrival time:	Provost may leave by:
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On-Site Contact:	Mobile Phone:
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On-Site Contact:	Mobile Phone:
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### 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):

APPROVED:	SIGNATURES <i>(required BEFORE submission to Provost's Office):</i>	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Supervisor/External Requestor	_____
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Dean/Designee	_____
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Vice Chancellor/Deputy Chancellor/Asst. Vice Chancellor	_____
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ Provost	_____

Submit completed form to: UMKC Provost's Office • 5115 Oak St. • Room 357 • Kansas City • MO • 64110  
 Email: [provost@umkc.edu](mailto:provost@umkc.edu) Phone: 816.235.1024 • Fax: 816.235.5509