

Presidential Speaking/Attending Event Request

Dr. Richard Cosentino enjoys opportunities to engage with Lander University's many constituent groups to advance the University's mission and share its priorities. Staff members in the Office of the President attempt to accommodate as many requests as possible, and they appreciate your understanding and patience with scheduling.

To assist Dr. Cosentino in representing Lander effectively and his staff in serving your needs, please complete this form as part of any invitation for the president to speak during or attend an event. All fields are required. Please submit this form at least 30 days in advance.

For more information, contact Sadie Erwin at (864) 388-8300. Please note that if Dr. Cosentino is able to attend your event, you may be asked to provide additional information.

Event Information

Event Name/Title:

Event Date:

Event Location (full address and zip code if off campus):

Event Start Time:

Event End Time:

Time you would like the president to arrive:

Main Contact Information

Main Contact Name:

Main Contact Work Phone:

Main Contact Cell Phone:

Main Contact Email:

Event Details

What is the overall purpose of the event/meeting?

Are you requesting the president to speak?

Yes

No

If yes, what is the preferred length of comments?

Will there be other speakers?

Yes

No

If yes, who and in what order are the speakers?

What is the group's interest in hearing the president speak?

Does the group have any special interests or concerns they want the president to address?

Will a lectern be provided?

Yes

No

Will a sound system be provided?

Yes

No

Is A/V equipment available on site if needed?

Yes

No

If yes, please list the A/V contact, including name/title, telephone number(s) and email address:

How many people do you expect in attendance (approx.)?

Age group of the audience:

Will the media be in attendance?

Yes

No

Where should the president park for this event? (If applicable) Is there a reserved space?

Who will greet the president upon arrival?

Is there anything the president needs to know/should know prior to this event (VIPs, elected officials in attendance, or any other background info, etc.)

Questions? Please contact Sadie Erwin at (864) 388-8300.