Bloomsburg LOCK HAVEN MANSFIELD

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Request for Presidential or Provost Attendance

Thank you for your interest in requesting the attendance of President Osgood or Interim Provost Kahen.

Please use the form below to submit your request. If you have any questions or issues related to this process, please email:

Christa Lamoreaux (Office of the President), clamoreaux@commonwealthu.edu
Andira Dodge (Office of the Provost), adodge2@commonwealthu.edu

All requests should be submitted at least 4 weeks prior to your event date to ensure proper coordination.
Note, requests are reviewed as they are received and decisions are communicated accordingly.

Attendance:

Please select whose attendance is requested at the event.

☐ **President Jeff Osgood** ☐ **Interim Provost Vanessa Kahen**

Requester Information:

First Name:

Last Name:

Email:

Contact Phone #: **Submission Date:**

Select Division: ☐ CU Internal ☐ Alumni or Foundation ☐ External Organization

Event Host/ Contact:

Is the event host the same as the contact above? ☐ Yes ☐ No

Event Host Name:

Event Host Email:

Event Host Phone #:

Event Details:

Name of Event:

Event Location: ☐ Virtual Attendance

Date of Event: **Time of Event:** Starts: Ends:

Brief Description of the Event:

Event Details Continued:

Is this an annual event? ☐ Yes ☐ No

Dress Attire: ☐ Casual ☐ Business Casual ☐ Semi-Formal ☐ Formal

Is Registration Required: ☐ Yes ☐ No Link: _____

Expectation Guidelines for President or Provost Attendance:
Review guidelines below for selecting -

Attendance to mingle with guests (To make appearance, but no remarks to be given)
Informal Remarks (To provide brief welcome, thank you or closing remarks, < 2 min remarks)
Formal Remarks (To give speech >5 min remarks)
Other (Photo ops, ribbon cutting, check presentations, quick drop ins)

Please select the expectation of the appearance:

- ☐ Attend to mingle with guests
- ☐ Informal Remarks
- ☐ Formal Remarks
- ☐ Other _____

Alternate Consideration:

Has a VP, Dean or Campus Administrator already committed to attending this event?

☐ Yes ☐ No Name: _____

If President Osgood or Interim Provost Kahen are unavailable to attend, would you like to consider an alternate VP, Dean or Campus Administrator?

☐ Yes ☐ No Name: _____

Requestor and completed form will be forwarded to the respective admin for final coordination.

Submit Request:

If President Osgood or Interim Provost Kahen are available to attend the event, the requester may receive a follow-up email asking for additional information about the event.

For full consideration and availability, please submit this form via email to one of the following:

President Attendance - Christa Lamoreaux, clamoreaux@commonwealthu.edu

Provost Attendance - Andira Dodge, adodge2@commonwealthu.edu