

# PRESIDENTIAL EVENT REQUEST



Stony Brook University

STATE UNIVERSITY OF NEW YORK

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**EVENT NAME:****EVENT DATE:**

Time event begins:

Time program begins:

Expected length of program:

Has the president participated in this event before?      Yes      No

What is the required attire for this event?

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**OCCASION/EVENT PURPOSE** (Please attach pertinent background information and/or provide links to helpful information):

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**ORGANIZATION:**

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**POINT OF CONTACT:**

Name and affiliation:

Point of contact's phone #:

Point of contact's email:

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**AUDIENCE:**

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**EVENT LOCATION:**

Address:

Room:

Phone:

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**EXPECTED NUMBER OF ATTENDEES:**

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**OPEN TO PUBLIC?**      Yes      No

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**MEDIA EXPECTED:**

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**PHOTOGRAPHY:** Take photos of the president?      Yes      No      If yes,      Staged      or      In action

Has a photographer been hired?      Yes      No      (Name of photographer)

Please provide names of people to be photographed:

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**NAME OF EMCEE:**

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**NAME OF PERSON INTRODUCING THE PRESIDENT:**

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**AWARDS:** Will awards be presented?      Yes      No  
To whom?

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**ORDER OF SPEAKERS:**

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**OTHER DIGNITARIES/ELECTED OFFICIALS ATTENDING:**

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**TYPE OF PRESIDENTIAL REMARKS:**

Welcome (3-5 min.)      Short (5-10 min.)      Long (15-20 min.)      Keynote speech

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**IS THIS A PANEL DISCUSSION?**      Yes      No

If yes, who is the moderator?

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**IS PRESIDENT EXPECTED TO INTRODUCE ANYONE?**      Yes      No

If yes, please provide bio information in a separate document.

Does the president need to recognize any individual(s) by name? If so, who? Include name, title and phonetic pronunciation of name.

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**THREE KEY POINTS YOU WOULD LIKE THE PRESIDENT TO EMPHASIZE:**

1.

2.

3.

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**WHAT EQUIPMENT IS AVAILABLE?**

Podium      Confidence monitor      Presentation screen      Presenter remote (to advance slides)  
Style of microphone:      Lavalier mic      Headset mic      Handheld mic      Podium mic

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**PLEASE COMPLETE THIS FORM AND RETURN AT LEAST 2 WEEKS IN ADVANCE OF EVENT WITH AN ATTENDEE/GUEST LIST AND PROGRAM.**

**RETURN TO:**

Office of the President  
[presidential\\_engagements@stonybrook.edu](mailto:presidential_engagements@stonybrook.edu)



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