



# ATTENDANCE REQUEST FORM

Brad D. Smith  
University President

A biography, photos and suggested introduction for Mr. Smith can be found at [marshall.edu/president/biography/](http://marshall.edu/president/biography/).

If this is a virtual event, please email all necessary links and a program to Cora Pyles in the President's Office at [curtisc@marshall.edu](mailto:curtisc@marshall.edu)

Name of Event \_\_\_\_\_

Date and Time \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

President's Arrival Time \_\_\_\_\_  AM  PM

Who will greet President upon arrival? \_\_\_\_\_

Event Location \_\_\_\_\_

Event Address \_\_\_\_\_  
Street City State Zip

Event Location Phone \_\_\_\_\_

Dress/Attire \_\_\_\_\_

Is Mrs. Smith's attendance requested?  YES  NO

Nature of Event \_\_\_\_\_

Will VIPs or Legislators be in attendance?  YES  NO

If so, who? \_\_\_\_\_

Are remarks by the President requested?  YES  NO Will a podium be provided?  YES  NO

Short Remarks (5-10 minutes)  Speech (15-20 minutes)

Topic \_\_\_\_\_

Press/Media expected to attend  YES  NO

Number of persons estimated to be in attendance \_\_\_\_\_

If, for any reason, the President is unable to speak on the requested date, will you accept an alternate speaker from Marshall University?  YES  NO

This form must be submitted to Cora Pyles in the President's Office or by email to [curtisc@marshall.edu](mailto:curtisc@marshall.edu).