



ATTENDANCE REQUEST FORM

Dr. Jerome "Jerry" Gilbert
University President

A biography, photos and suggested introduction for Dr. Gilbert can be found at marshall.edu/president/biography/.

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. Gilbert'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.