



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

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