



**Office of the Provost**  
 Return form to: [joans@udel.edu](mailto:joans@udel.edu) and  
[katebail@udel.edu](mailto:katebail@udel.edu)

<b>Office Use Only</b>
Date Received:
Reviewer:
Yes or No:
RSVP Date:

<b>Speaker Request Form</b>	<b>Please fill out the form completely</b>
<b>Event Name</b>	
<b>Event Date</b>	<b>Event Time</b>
<b>Event Location</b>	
<b>Estimated Time of Speech</b>	<b>Timeframe for Speech</b>
<b>Is the President speaking at this event?</b>	
<b>Suggested alternate speaker to Provost (in case Provost is unavailable)</b>	
<b>Event Contact Person (Please provide name, phone, mobile, email)</b>	
<b>Complete Event Description (context, history, meeting purpose)</b>	
<b>Audience: Who is the target audience? What external and internal VIPs have been invited/attending?</b>	
<b>Agenda (including other speakers and speaking order) plus Provost's expected role in the meeting</b>	
Please outline agenda here. Alternatively, attach the full agenda to your return email.	
<b>Speech content: Suggested areas/topics speech should consider</b>	
<b>Facts &amp; figures to support remarks (if applicable)</b>	
<b>Notes and additional suggestions</b>	

Attire	Gifts or Special Traditions

Please return the completed form to 116 Hullahen Hall, University of Delaware, Newark, DE 19716 or email it to Joan Stock at [joans@udel.edu](mailto:joans@udel.edu) and [katebail@udel.edu](mailto:katebail@udel.edu)