

4.3 Speaking Engagements, Provost & Vice President for Academic Affairs, Saint Mary's College of California

This form is available online on the Provost's web page. To request a speech or appearance by Provost Bethami A. Dobkin, please may use the online form and submit your request at least two weeks prior to the event. Should you have questions, please contact Chandra Commer at (925) 631-4412 or via email at [cnc4@stmarys-ca.edu](mailto:cnc4@stmarys-ca.edu).

Items with \* are required.

\*Name of Event:

\*Contact Person:

\*E-mail Address:

\*Office Phone:

Fax:

Description of Event:

\*Day and Date of Event:

\*Time of Day:

\*Location:

Hosts:

Phone:

\*Sponsoring Organization:

Are Remarks Requested?:  yes  no

If yes:  Welcoming Remarks (1-3 min)  
 Short Remarks (5-10 min)  
 Speech (10-15 min)  
 Major Address (20 min +)

Will there be other speakers?:  yes  no

If so, who and in what order will they speak?:

Number of persons estimated to be in attendance:

Dignitaries in the audience?:

yes  no

If so, who?:

Saint Mary's Alumni in audience?:

yes  no

If so, who?:

Press/Media expected to attend?:

yes  no

If so, who?