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.

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?