

- Please allow a 2-week timeframe for consideration of your request.
- We cannot confirm appointments more than six weeks in advance of the event. Please also keep in mind that President Kustra's schedule may change at any time based on university business and responsibilities at the time. If this occurs, we apologize for any inconvenience and appreciate your understanding.
- Any press releases, advertisement, invitations, programs, printed materials, etc. that use President Kustra's name or indicate his attendance at an event must be reviewed and approved by the Office of the President before being distributed.

Date of Meeting/Event:	Date of Request:
_____	_____
Name of Requestor:	Day Phone:
_____	_____
Email Address:	Cell Phone:
_____	_____
Location/Address of Event/Meeting:	Location Phone Number:
_____	_____
Start Time:	End Time:
_____	_____
President's Actual Arrival Time:	Length of Time President is Required:
_____	_____
Title and Description of Event/Meeting:	

President's Role:	

Speech/Remarks from President requested?:	Length of Remarks/Speech:
_____	_____
Topic of Remarks/Speech:	Will there be other speakers in addition to the president? <i>Please describe</i>
_____	_____
Talking Points you would like the President to Address (Attach separate page if necessary)	

Description of Audience:	

Number Attending:	What is the Proper Attire?
_____	- <i>Business (suit & tie)</i> - <i>Business Casual (jacket, no tie)</i> - <i>Casual (no jacket)</i>
Recommendations/Reasons the President Should Attend:	

INSTRUCTIONS: Please attach a copy of any available brochure, flyer, or additional information related to the event. Send completed form to:

By email: denaross@boisestate.edu
 By campus mail: **President's Office, MS 1000**
 By fax: **(208) 426-3779**
 Or call with questions: **(208) 426-1093**