**President’s event attendance request**

Before submitting, all requests must be reviewed and approved by a dean or vice president.

To submit, email your completed and signed form to requestpresident@marquette.edu.

*All fields must be completed. Put N/A if not applicable.*

|  |  |
| --- | --- |
| **Name and description of event/meeting (include agenda, if available):** |  |
| **Date and time:**  |  |
| **Location:** |  |
| **Time requested of the president and his role:** |  |
| **Is First Lady Amy Lovell requested to attend? Describe her role:** |  |
| **Estimated number of attendees and description** **of audience:** |  |
| **Additional information or comments:**  |  |
| **UNIT-LEVEL APPROVAL**  |
| **Dean or vice president approval:** | Name: |
|  | Date: |
|  | Signature: |
| **Will the dean or vice president attend? If not, please provide a reason:** |  |
| **Submitted by:** | Name: |
|  | Phone:  |
|  | Office or department planning event: |

*If your request is approved, you will be asked to complete a more detailed form, which will help the president and his staff best prepare for the event.*

**President’s approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**