

Scheduling Request Form – Provost Martin Schimpf

- Please allow a 2-week timeframe for consideration of your request.
- Any press releases, advertisement, invitations, programs, printed materials, etc. that use Provost Schimpf’s name or indicate his attendance at an event must be reviewed and approved by the Office of the Provost 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:
_____	_____
Provost's Actual Arrival Time:	Length of Time Provost is Required:
_____	_____
Title and Description of Event/Meeting:	

Provost's Role:	

Speech/Remarks from Provost requested?:	Length of Remarks/Speech:
_____	_____
Topic of Remarks/Speech:	Will there be other speakers in addition to the provost? <i>Please describe</i>
_____	_____
Talking Points you would like the Provost 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 Provost Should Attend:	

INSTRUCTIONS: Please attach a copy of any available brochure, flyer, or additional information related to the event. Send completed form to:
 Scan & send via email preferred: marcyharmer@boisestate.edu
 By campus mail: Provost’s Office, MS 1001
 Or call with questions: (208) 426-4421