



Scheduling Request Form

Interim Provost Tony Roark

Date of Event:	_____	Date of Request:	_____
Name of Requestor:	_____	Requestor Phone:	_____
Requestor Email:	_____	Location/Address of Event:	_____
Event Start Time:	_____	Event End Time:	_____
Provost's Arrival Time:	_____	Length of Time Provost at Event:	_____
Title/Description of Event:	_____		
Provost's Role:	_____		
Remarks/Speech from Provost requested?	_____	Length of Remarks/Speech:	_____
Topic of Remarks/Speech:	_____	Will there be speakers in addition to the Provost? <i>Please describe</i>	_____
Talking Points you would like the Provost to Address (Attach additional page if needed)	_____		
Description of Audience:	_____		
Number Attending: _____	Provost's Attire: _____ Business (suit & tie) _____ Business Casual (jacket, no tie) _____ Casual (no jacket)		

INSTRUCTIONS:

- Submit scheduling requests **at least 6 weeks** prior to the event date.
- Return completed form and any additional information related to the event (brochure, flyer, etc.) to **provost@boisestate.edu**
- Confirmation of Interim Provost Roark's attendance will be sent to the Requestor via email.
- For additional information, call Erin Muggli in the Office of the Provost, **(208) 426-4062**.

Please note: Interim Provost Roark's schedule may change at any time due to University business. Requestor will be notified as soon as possible if he is not available to attend a previously confirmed event.