

President Event Request Form



THE UNIVERSITY OF
WINNIPEG

Office of the President
and Vice-Chancellor

All speaking requests must be submitted at least one month in advance of the event.
Please have the order of proceedings submitted at least five days in advance of the event.

Event Details:

Event Name: _____

Please fill out one of the following applicable options:

Internal UWinnipeg Event: _____ Department Hosting: _____

External Event: _____ Organization Hosting: _____

Background information on the event, the event’s history, and if external, the event’s connections to UWinnipeg:

Logistics:

Event Date: _____ Time: _____

Event Location (Include Room Number): _____

Contact Person and Phone Number: _____

Would a President’s Delegate be acceptable: _____

Other Special Guests attending (External, Government, etc.): _____

Arrival:

Who will greet the President: _____

Location: _____

Time: _____

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Speaking Requests:

- ☐ President to Bring Remarks
- ☐ Include a Land Acknowledgment

Time Duration of Remarks: _____

Content for the President to address:

Order of Proceedings (Please provide draft program, if possible):

Additional Information:

Internal Use Only

Date Received: _____

Attend: _____

Delegate: _____

Speaking Notes Requested: _____