



**Request a Speech or Appearance by President Jo Ann M. Gora**

For best consideration, your form should be submitted *at least 60 days prior to the event*. You may also submit your request online at [www.bsu.edu/president](http://www.bsu.edu/president).

Return the completed form via fax to 765-285-1461 or mail to Office of the President, Ball State University, 2000 W. University Ave., Muncie, IN 47306. If you have questions, please contact Anita Kelsey at 765-285- 8101.

Thank you for inquiring about President Gora's availability for your event.

**Event information**

Name of event: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Event date: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Are any dignitaries expected to attend? Yes No

If so, who? \_\_\_\_\_

\_\_\_\_\_

Are any Ball State alumni expected to attend? Yes No

If so, who? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City where event takes place: \_\_\_\_\_

Address: \_\_\_\_\_

Building: \_\_\_\_\_ Room number: \_\_\_\_\_

**Event details**

Are remarks requested?      Yes    No

If yes, what type of remarks?

- Welcoming remarks (3–5 minutes)
- Short remarks (5–8 minutes)
- Full speech (10–12 minutes)
- Keynote address (15–20 minutes)

Suggested topic(s) for remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be other speakers at the event? If so, please list them in order of appearance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are a podium and microphone available?      Yes    No

Is there PowerPoint capability?      Yes    No

Are press/media expected to attend?      Yes    No

Will written invitations be issued?      Yes    No

If so, by whom: \_\_\_\_\_

**Contact information**

Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Office phone: \_\_\_\_\_      Fax: \_\_\_\_\_

**Additional notes about event and/or audience:** \_\_\_\_\_

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