

## CHANCELLOR REMARKS REQUEST FORM

Chancellor Torres is delighted to be invited to speak at your event. To help us prepare for the event, please provide the following event information. **ALL FIELDS MUST BE COMPLETED.** Please email completed forms to [CCChancellor@dacc.nmsu.edu](mailto:CCChancellor@dacc.nmsu.edu).

<b>Requestor Contact Information (name, phone number, email address)</b>	
<b>Name of Event (Please attach an agenda)</b>	
<b>Date of Event</b>	
<b>Time of Event</b>	
<b>Location of Event (physical address, including room number)</b>	
<b>When will the Chancellor speak (time Chancellor should arrive at the event)?</b>	
<b>Who will introduce the Chancellor?</b>	
<b>Length of time for remarks? Will there be a question &amp; answer session following remarks?</b>	
<b>Event set-up (will there be a podium, microphone, etc.)?</b>	
<b>What is the purpose of the event?</b>	
<b>Who is the audience?</b>	
<b>How many people do you anticipate at the event?</b>	
<b>Are there specific individuals to recognize?</b>	
<b>What messages can you provide that should be part of the Chancellor's remarks?</b>	
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	