

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.

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