



## Xavier University Presidential Request

Thank you for the invitation for Xavier University President Colleen Hanycz to participate in your event. President Hanycz is honored to be invited and attempts to attend as many events as her schedule allows.

To request the President's time, complete the Event Request form below. These requests are reviewed with the President and, depending on the event, may be referred to another appropriate University official so that your request is dealt with in a timely and respectful manner. Responses to your requests are provided as soon as possible; we appreciate your patience.

Upon acceptance of your event request, you will be asked to complete a Briefing Memo, which must be completed and returned at least one week prior to the event.

### Event Information

Event Name:

Event Date:

Does this event include spouse, Peter Hanycz?      Yes      No

Is this date flexible?:      Yes      No

Event Start Time:      AM      PM

Event End Time:      AM      PM

Timeframe/duration of the President's attendance:

Is this time flexible?:      Yes      No

Locations:

Purpose of event:

How would the President's attendance contribute to the success of your event?

President's role:            Guest            Speaker

**Audience**

Main message you want the audience to take away:

Specific type of audience:

- Trustees
- Benefactors
- Faculty/Staff
- Current Students
- Prospective
- Students Alumni
- Community
- Parents
- Other:

Number of guests expected:

Brief description of the audience:

Will there be food?:                      Yes                      No

History of Event:

Additional Information/Comments:

**Contact Information**

Request made by:

Email:

Department/Organization:

Phone Number:

Submit completed form to Nancy Downing, Executive Assistant to the President, at [downingn@xavier.edu](mailto:downingn@xavier.edu). If you have any questions, please contact the President's Office at 513-745-3502.