

# Event Request Form



*Renu Khator*  
*Chancellor, University of Houston System*  
*President, University of Houston*

This form will assist our staff in coordinating her attendance or participation at your event.

In order to best accommodate your request, please submit the requested information at least 10 weeks prior to the date of the event.

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## Contact Information

First Name

Last Name

Phone Number (Business)

E-mail

Phone Number (Mobile)

Name of Organization

Organization's Website Address

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## Event Information

Name of Event

Date of Event

Type of Event

Time Begins

Time Ends

Location (please include full address)

Desired Role of the President

- Attendee Only
- Speaker - Welcome Remarks (3-5 minutes)
- Speaker - Brief Remarks (less than 15 minutes)
- Speaker - Keynote Address (15 minutes or more)
- Panel Participant
- Interview or Q&A
- Other

Objective/Purpose of Event:

Number of Guests Expected

Audience Composition  
(please check all that apply)

- Students
- Faculty
- Staff
- Alumni
- Business Leaders
- Community Members
- Elected Officials (please list below)
- Members of your Organization Only
- Other

Thank you for requesting Renu Khator's attendance at your event!

Please submit this portion of your event request form by clicking "submit request" below.

A representative from our office will respond as soon as possible.

**SUBMIT REQUEST**

**STOP HERE**

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**Please do not fill out the information below until confirmation of availability has been received**

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## Event Details

Please note, since your organization has received approval, it is not necessary to fill out the top portion of this form a second time.

Once you have provided the information below, please click "submit details" at the bottom of this page.

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Event Name

What time should the President arrive?

We are requesting the President to participate

From:

To:

Who will greet the President upon her arrival at the event?

Name

Title

Phone (Business)

Phone (Mobile)

E-mail

If this is a seated event, please list all guests sitting with the President

If speaking at the event, is there someone the President should recognize by name from the podium?

Suggested topics or talking points for the President  
(please be as detailed and comprehensive as possible)

Do you need a biography or photo of Renu Khator?

Short Biography     Long Biography     Photo

Will there be a photographer at the event?

Yes     No

Will there be a videographer at the event?

Yes     No

## **SUBMIT DETAILS**

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### **OFFICE USE ONLY**

Is the President's spouse invited?     Yes     No

Academic Affairs                       Community Relations                       Development  
 Governmental Relations                       Other

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