



Event Request Form

Effective date: June 30, 2023

The Event Request Form "MERF" should be submitted via Orange Tracker no later than 14 business days prior to the event date. All additional materials should be submitted when available and no later than 7 business days prior to the event. See details below.

Event Name: _____

Event Date: _____ Location: _____

Start/End Time: _____ Chancellor's Arrival/Departure Time: _____

Event Host/Sponsor: _____

Role of the Chancellor: Event Speaker Award Presenter Event Attendee Greeting Guests

Event Objective: _____

How does Chancellor's involvement support outcomes?

Number of Attendees: _____ Primary Constituent Group: _____
[Drop Down Menu]

Will there be minors under the age of 18, who are non-matriculated SU students, in attendance?* _____
[Drop Down Menu]

*If minors will attend, please contact Sarah Cappella at cappella@syr.edu to register the program/activity with Risk Management & Regulatory Compliance.

Submitted By: _____
(Title & Office)

Submitter Email: _____ Submitter Phone: _____

On-Site Person Day of Event: _____
(Title & Office)

On Site Person Email: _____ On Site Person Phone: _____

On Site Person Cell: _____

Event Details

Recommended Attire: _____
[Drop Down Menu]

Green Room (if available): Yes No

Seating Arrangement: _____
[Drop Down Menu]

Location: _____

How Will Food or Drinks be Served: _____
[Drop Down Menu]

Will There be Photography: _____
[Drop Down Menu]

Reserved Seating for the Chancellor/Dr. Chen: _____
[Drop Down Menu]

Who will be Included in the Photos:

****Please NO flash photography****

Event Details Continued

Dr. Ruth Chen, the Chancellor's spouse, is requested to attend:*

Yes

No

*To include the Chancellor's Spouse, Dr. Ruth Chen (Professor of Practice in the College of Engineering & Computer Science) in this invitation, kindly **contact Kelley Champa, kachampa@syr.edu**.

For Syracuse University events involving the Chancellor please notify the Department of Public Safety [DPS] by **contacting Andrew Clary at 315.443.8988 or aclary@syr.edu. Should your event require DPS, fees may apply.**

What is the Security No Plan Recommended by DPS Security Plan Recommended by DPS (please detail below)

Detail for the Event: _____

Detail Contingency Plans in the Event of Bad Weather, Delayed Speaker or Guest, or Technical Malfunction:

Will the Event be Recorded:

Purpose of Recording and Distribution Method:

[Drop Down Menu]

Expected Media: _____

Chancellor Remarks Details

Return this form via Orange Tracker by the specified due date. All additional materials should be submitted when available and **no later than 7 business days prior to the event**. Please see checklist at the bottom of this document for more information. Updated RSVP and guest lists are required to be submitted **no later than 72 hours prior to the event**. Updates to other documents can also be made after initial submission, as necessary.

What is the purpose of the Chancellor's remarks?

Examples include: welcome, donor recognition, University update, keynote address, etc. Attach suggested talking points if appropriate.

List of all event speakers and topics to be covered (attach script, additional speaker talking points and/or run of show if available).

Individual introducing the Chancellor:

Desired length of remarks (in minutes)

Will there be Q&A? If so, how long does the Q&A period last?

Names of Board of Trustees members and spouse/family members (if appropriate) expected to attend

Chancellor Remarks Details Continued

Honorees in attendance (retiring board members, special guests, donor recognition, family members, etc.)

Who specifically should be thanked by the Chancellor for working on this event/program?

Any recent successes, events or information that should be emphasized in the Chancellor's remarks?

Describe the audio/visual set up and room layout for the event space:

Will there be a Podium with a Mic?

[Drop Down Menu]

Event Materials Checklist: All additional materials should be submitted when available and **no later than 7 business days prior to the event.** Updated RSVP and guest lists are required to be submitted **no later than 72 hours prior to the event.** Updates to other documents can also be made, as necessary, after initial submission.

The additional materials requested by the Chancellor's Office are dependent on the type of event that is being planned and the Chancellor's proposed role, but generally include:

1. For a Meeting: Detailed agenda which clearly outlines the Chancellor's role.
2. For an Event: Detailed run of show which clearly outlines the Chancellor's role and includes any necessary stage directions.
3. Guest/RSVP list
4. Bios or briefings on key constituencies or individuals expected to be in attendance or represented at the event.
5. Background/supplementary information and materials relevant to the event or meeting.
6. Room layout(s)/seat diagrams
7. Event program, handouts and/or promotional materials.
8. Instructions for parking and other logistical details.

****For all hard copy materials, please provide two copies.****