



**EVENT PARTICIPATION FORM – President Christopher B. Howard and Barbara Noble Howard**

Is this request for  Christopher Howard  Barbara Noble Howard  Both

Event (Title & Purpose of Event):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: [Click here to enter a date.](#)

Event Start Time:  Approximate Time of Conclusion:

Will the event be preceded or followed by a meal or other social event (*i.e.* dinner, reception)?

\_\_\_\_\_  
\_\_\_\_\_

Start Time:  Approximate Time of Conclusion:

Suggested Attire: \_\_\_\_\_

Campus Location of Event: \_\_\_\_\_

Off-Campus Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Size of Audience:

Do you plan to videotape this event:  YES  NO

Are the news media invited:  YES  NO

Honorarium  YES  NO If yes, amount

Participation Type:  Speech/Lecture  Panel Discussion  Other  Attendance Only

If other, please explain: \_\_\_\_\_

Subject Matter/Topics to Cover: \_\_\_\_\_

Has the president spoken at this event previously? \_\_\_\_\_

If the president is unavailable, who else would be the most appropriate speaker?  
\_\_\_\_\_

*Please complete this form electronically and email to Jonathan Potts at [potts@rmu.edu](mailto:potts@rmu.edu) and copy Roni Giles at [gilesr@rmu.edu](mailto:gilesr@rmu.edu). We will review the request and respond in a timely manner.*