



EVENT PARTICIPATION FORM – President Chris Howard and Barbara Noble Howard

Is this request for Chris 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: _____

Location/Address _____

Requester's Mobile Phone Number _____

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

Will travel expenses be paid: YES NO

Participation Type: Speech/Lecture Panel Discussion Other

If other, please explain: _____

Subject Matter/Topics to Cover: _____

Has the president spoken at this event previously? _____

Please complete this form electronically and email to Jonathan Potts at potts@rmu.edu and Valerie Murray at <mailto:murrayv@rmu.edu>. We will respond in a timely manner.