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| F:\UCLA Brand\Print UCLA Logos\print-boxed-logotype-jpg\ucla-box-blu-rgb-1h.jpg | **SPEAKING ENGAGEMENTS FORM**Completed form is due **six weeks** prior to all events with the Chancellor Block, Mrs. Block, and/or Executive Vice Chancellor and Provost Waugh. Submit form to Taleen Ananian, Executive Communications. Forms sent directly to the Chancellor’s Office will be returned. |

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| EVENT INFORMATION |
| Name of event: | … | **Arrival time:** | … |
| Date(s): | … | **End time:** | … |
| Location: | … *(NOTE: OFF CAMPUS EVENTS, INCLUDE STREET ADDRESS AND PHONE NUMBER)* |
| Is this a fundraising event: | … *(IF YES, SPECIFY BENEFICIARY)* |
| Event objective:  | … |
| Is UCLA co-sponsoring: | Select… | **Is UCLA co-hosting:** | Select… |

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| AUDIENCE |
| Expected number attending: | … | **Composition:** | … |

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| LOGISTICS |
| Program start time: | … | **Will there be a lectern:** | Select… |
| Program end time: | … | **Will there be a microphone:** | Select… |
| Please list all speakers being considered and what their roles will be: |
|  | … *(ALSO SPECIFY HOW THEIR PRESENCE ENHANCES THIS EVENT)* |
| Describe stage/venue where remarks will be given: |
|  | … |
| Timed order of program, including proposed order of speakers: |
|  | … *(NOTE: THE CHANCELLOR’S PLACE IN THE PROGRAM ORDER IS SUBJECT TO APPROVAL BY EXECUTIVE COMMUNICATIONS. LENGTHY INTRO IS NOT NEEDED; CHANCELLOR SELF‐INTRODUCES, IS INTRODUCED BY A SPECIFIC PERSON, OR BY MEANS OF A BRIEF VOICEOVER)* |

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| CONTENT |
| Please provide any ideas or expectations for the Chancellor’s remarks at this event: |
|  | … *(NOTE: BE SPECIFIC AND ENSURE THEY REFLECT EVENT OBJECTIVE)* |
| Key or high-profile individual(s) the Chancellor should consider acknowledging: |
|  | … *(PLEASE INCLUDE ANY SPECIFIC HONORIFICS FOR THESE INDIVIDUALS (I.E. DR., JUDGE, ETC.) AND IF NEXT SPEAKER NEEDS TO BE INTRODUCED)* |

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| MEDIA, RECORDING AND SHARING APPROVAL |
| Will news media be invited to this event? |
|  | … *(IF YES, SPECIFY MEDIA OUTLET(S) AND CONTACT INFORMATION)* |
| Do you have plans to record this event? Please specify: | Select… |
| Identify all potential promotional uses for which you are requesting to record and/or broadcast remarks: |
|  | … *(INCLUDES, BUT NOT LIMITED TO: LIVE STREAMING, WEBSITES, SOCIAL MEDIA, POST-EVENT COMMUNICATIONS, YOUTUBE AND/OR ARCHIVAL USE)* |
| REQUESTS FOR RECORDING AND PROMOTIONAL USE ARE SUBJECT TO APPROVAL BY EXECUTIVE COMMUNICATIONS*Event Photography: If photographs featuring Chancellor Block, Mrs. Block, and/or Executive Vice Chancellor & Provost Waugh will appear in promotional materials such as websites, social media pages or post-event communications, approval from Executive Communications is required before publishing. Please send photos to* *Steve Ritea* *or* *Taleen Ananian* *for approva*l. |

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| REMARKS CONTACT |
| Name: | … *(CONTACT PERSON FOR QUESTIONS ABOUT THIS EVENT)* | **Department:** | … |
| Title: | … | **Phone (work):** | … |
| Email: | … | **Phone (cell):** | … |

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| YOUR INFORMATION |
| Name: | … | **Department:** | … |
| Title: | … | **Phone (work):** | … |
| Email: | … | **Phone (cell):** | … |
| Division/School: | … | **VC/Dean/AVC:** | … |