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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](mailto:tananian@stratcomm.ucla.edu). 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*](mailto:sritea@stratcomm.ucla.edu) *or* [*Taleen Ananian*](mailto:tananian@stratcomm.ucla.edu) *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:** | … |