The following protocol will be used when the President’s participation is requested at any university event:

- The department requesting their participation should first contact the Office of the President (OOP), in order to select dates(s). Once chosen, the department must complete the attached Event Request Form (ERF) and return to OOP.
  ➢ **NOTE:** Though dates are held, the President’s participation is not confirmed until you receive email confirmation.

- The initiating department will incur ALL expenses for the event. These include, but are not limited to, catering, linens, flowers, police, parking, technology and photography.

- The initiating department will draft the invitation and guest list. Proposed invitation and guest list should be emailed to the OOP for review and approval by the President.
  ➢ For events of 20 and under, invites should go out no later than 2 weeks prior.
  ➢ For large-scale events, invites should go out 4 weeks prior.
  ➢ Please allow at least ten (10) business days for the President to review and approve the draft invitation.

- If applicable, the Office of University Ceremonies and Events should be contacted to schedule an Event Walkthrough at least seven (7) days before date of event.

- The initiating department **must** designate a contact person and provide necessary support staff to work prior, during and after the event.

- The President will be briefed internally approximately 7 days before event. As such, we will require you to provide the following a week prior to event: an event program, guest list, bios for VIPs on guest list, background on the event (ex. purpose or goal), and if the President is requested to speak, detailed speaking points. If updates to the original submission occur, a final version of all documents should be received electronically by the OOP by 3:00 p.m. the business day prior to event.

- We ask that the President will be attending your event, you review our Standard Operating Procedures for Event Management guidelines.

**ADVANCEMENT UNITS:** For Advancement areas, including Development Officers, this form should be submitted to Cathy Torres and Maria Lorenzo.

**Office of the President Contacts:**
- For Scheduling: Melissa Sabellico, Coordinator, Admin Services
  - Ph: 305.348.2111
  - E-mail: msabelli@fiu.edu
- For Approvals/Briefings: Valeria Espina Stevenson, Assistant Vice President
  - Ph: 305.348.2111
  - E-mail: vespina@fiu.edu

**Office of University Ceremonies and Events Contact:**
- For Event Walkthroughs/Logistics: Johnny Rivera, Interim Executive Director
  - Ph: 305.348.2288
  - E-mail: jprriver@fiu.edu
Event Request Form (ERF)

Event Name: ________________________________
Event Date: ___________________________   Event Location: ______________________________
Event Start/End Time: _______________   Requesting Department: _______________________
Contact Person (Name and Title): _________________________________________________________
Telephone: __________________   Fax: __________________ E-mail: ____________________________

Purpose of Event: _______________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Approximate Number of Guests: _____________   Approximate Number of VIP Guests: ___________

Name and Affiliation of Participants:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

President’s Role at Event:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Contact Person for President’s Remarks: ____________________________________________________
The President’s speechwriter will reach out to this person to help her draft the remarks.

*Note*
- Kindly remember that you are required to provide the following a week prior to event: an event program, guest list, bios for VIPs on guest list, background on the event (ex. purpose or goal), and if the President is requested to speak, detailed speaking points. If updates to the original submission occur, a final version of all documents should be received electronically by OOP by 3:00 p.m. the business day prior to event.

Upon action on this request, the Office of the President will contact the Contact Person designated on this ERF via e-mail to confirm/deny/change event date.