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.
  - Do note that the President’s calendar is usually filled months in advanced. Dates/form must be submitted at least fifteen (15) business days before your event.
  - **NOTE:** Though dates are held, the President’s participation is not confirmed until you receive email confirmation. We will hold dates for up to one (1) week.

- 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.
  - This contact person will also be responsible for staffing the President at 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. two (2) business days prior to event.

- We ask that if 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, please use the Advancement request form and submit to the SVP’s office for approval.

**Office of the President Contacts:**

For Scheduling/Approvals/Briefings  
Melissa Sabellico  
Senior Executive Assistant  
Ph: 305.348.2111  
E-mail: msabelli@fiu.edu

For Event Walkthroughs/Protocols/Logistics  
Johnny Rivera  
Executive Director, University Ceremonies and Events  
Ph: 305.348.2288  
E-mail: jprriver@fiu.edu
Purpose of Event:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Approximate Number of Guests: _____________    Approximate Number of VIP Guests: _______________

Name and Affiliation of Participants:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Proposed program for event (including President’s role):
_____________________________________________________________________________________________
_____________________________________________________________________________________________

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. two (2) business days 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.