



Office of the President

FLORIDA INTERNATIONAL UNIVERSITY

Event Protocols

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

Jehnnny Rivera

Interim Executive Director

Ph: 305.348.2288

E-mail: jprriver@fiu.edu



Office of the President

FLORIDA INTERNATIONAL UNIVERSITY

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.