



Office of the President

FLORIDA INTERNATIONAL UNIVERSITY

Ronald W. Reagan Presidential House Event Protocols

Note: We ask that you please read the below in its entirety before submitting to the Office of the President.

The following protocols and guidelines will be used when an event is to take place at the Ronald W. Reagan Presidential House (RH):

- The department requesting the President's 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)**.
 - Do note that in order to have an event at Reagan House, the President must be hosting the event (i.e., inviting guests, attending, providing welcome remarks).
 - **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.**
- Once confirmed, the final ERF will be forwarded to Lynda Rodriguez, the Manager of Events & Operations at RH (**House Manager**), who will reach out to discuss logistics.
- The initiating department will incur **ALL** expenses for the event. These include, but are not limited to, catering, linens, flowers, police, parking and photography. Note: All catering – despite funding source – must be provided by one of RH's preferred caterers.
- The initiating department will draft the invitation. *Please email Lynda Rodriguez (House Manager) for approved invitation template.* Thereafter, the proposed invitation should be emailed back to her for review and approval prior to dissemination. The initiating department is responsible for sending invitation, follow-up invitations and confirmation emails (to include directions to RH) to all confirmed guests.
 - 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 one week for the President to review and approve the draft invitation.
- The initiating department must put together the proposed guest list, with all fields filled out, for the **President** to approve. *Please email House Manager for approved guest list template.*
- The initiating department is responsible for creating nametags for all confirmed guests. Please note that we have the inserts at RH for the cards to be placed in. *Please email House Manager for approved nametag template.*
- The initiating department **must** designate a contact person and provide necessary support staff to work prior, during and after the event. A staff member from the initiating department is required for the registration table. Registration and the front door must be staffed at all times during the event. Corresponding staff assignments will be up to the requesting department, but a final list of assignments must be provided to the **House Manager** no later than 2 business days prior.
- 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 close of business two (2) business days prior to event.

ADVANCEMENT UNITS: For Advancement areas, including Development Officers, please use the Advancement request form and submit to SVP's office for approval.

Office of the President Contacts:

- For Scheduling: Sandra Rodriguez, Senior Executive Assistant (sandrodr@fiu.edu)
- For Briefings: Valeria Espina Stevenson, Assistant Vice President (vespina@fiu.edu)
- For Invitations/Presidential Approvals/Protocols/Logistics: Lynda Rodriguez, House Manager (romaguel@fiu.edu)



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Event Name: _____

Requesting Department: _____

Event Date: _____ Event Start/End Time: _____

Contact Person (Name and Title): _____

Telephone: _____ Fax: _____ E-mail: _____

Purpose of Event: _____

Approximate Number of Guests: _____ Approximate Number of VIP Guests: _____

Budget Provided by: _____ Max. Budget: _____

Name and Affiliation of Participants:

Proposed program for event (including President's role):

Person Preparing President's Remarks: _____

*The President's speechwriter will reach out to this person to help them draft the remarks. **We ask that you please fill out the next page of this form as an initial step.***

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 close of business 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.



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Please check only those items that apply to your specific event: (The House Manager will contact you to discuss the details and logistics)

☐ **Invitations**

- Date sent: _____
- Specifications: _____

☐ **Catering**

- Approved Vendor: _____
- Specifications: _____

☐ **Alcohol**

- Specifications: _____
- The initiating department is responsible for filling out and sending a copy of the approved Service, Sale or Consumption of Alcohol Form (<https://webforms.fiu.edu/view.php?id=1738533>) to the House Manager if there is to be alcohol served at their event. Please note that dinners do not qualify as an “event” per the alcohol policy however, if there will be students at dinner, the form does need to be filled out.

☐ **Flowers**

- Specifications: _____

☐ **Photography**

- Specifications: _____

☐ **Entertainment**

- Specifications: _____

☐ **Public Safety:**

- Specifications: _____

☐ **Parking and Transportation:**

- Specifications: _____

☐ **Audio/Visual**

- Specifications: _____

☐ **Other**

- Specifications: _____



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Presidential Speech Form

Is the President giving a general speech about FIU, rankings, etc.? If yes, are there any specific rankings you would like mentioned?:

Is the President expected to discuss a more specific program, initiative, donation, etc.? If yes, please provide specifics:

Are there any VIPs the President should recognize/mention in their speech? If so, please provide names and why they are being recognized:

Are there any other members of our university leadership (Provost, Trustees, Deans, VP) speaking? If so, please list and include where in the program that person is speaking.
