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

- The department requesting his participation should first contact the Assistant Director of Administrative Services in the Office of the President, in order to select dates(s). Once chosen, the department must complete the attached Event Request Form.
  - NOTE: Though dates are held, the president’s participation is not confirmed until the ADAS emails you confirmation.
- The initiating department will incur ALL expenses for the event. These include, but are not limited to, catering, linens, flowers, police, parking and photography.
- The initiating department will draft the invitation. Proposed text should be emailed to the Office of the President 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 one week for the President to review and approve the draft invitation.
- The initiating department must designate a contact person and provide necessary support staff to work prior, during and after the event.
- President Rosenberg should be briefed at least seven days prior to the event. Briefing should include an event program, guest list, event purpose or goal, and if the President is requested to speak, detailed speaking points. A final version of all documents should be received electronically no later than 24 hours prior to the event.

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

Office of the President Contact:
For Scheduling and Briefings
Valeria Espina
AD of Admin Services
Ph: 305.348.2111
Fax: 305.348.3660
E-Mail: vespina@fiu.edu

For Event Protocol/Invitations
Claudia Gonzalez
Assistant Chief of Staff
Ph: 305.348.2111
Fax: 305.348.3660
E-Mail: clgonzal@fiu.edu
Event Request Form

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 Events:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Person Preparing President’s Remarks: __________________________________________________________

*Note*
Detailed agenda and biographies for key participants must also be submitted with remarks. (After event approval, remarks are to be submitted via e-mail one week prior to the event.)

For Internal Use Only:

Approval: ____________________________  Date: ____________________________