



# Office of the President

FLORIDA INTERNATIONAL UNIVERSITY

## Event Protocols

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 Coordinator of Administrative Services (CAS), in order to select dates(s). Once chosen, the department must complete the attached **Event Request Form (ERF)**.
  - **NOTE: Though dates are held, the President's participation is not confirmed until the CAS 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 and guest list. Proposed invitation and guest list should be emailed to the **Assistant Chief of Staff (ACOS)** for review and approval by the both the ACOS and 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 ACOS and President to review and approve the draft invitation.
- If applicable, the ACOS should be contacted to schedule an Event Walk-through 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.
- President Rosenberg 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 Coordinator of Administrative Services (CAS) and Executive Director (ED), by close of business the business day prior to 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 & Briefings*

**Isabela Corzo**

*Coordinator, Admin Services*

Ph: 305.348.2111

Fax: 305.348.3660

E-Mail: [icorzo@fiu.edu](mailto:icorzo@fiu.edu)

**Valeria Espina**

*Executive Director*

Ph: 305.348.2111

Fax: 305.348.3660

E-Mail: [vespina@fiu.edu](mailto:vespina@fiu.edu)

*For Event Protocol/Invitations/Final Approvals*

**Claudia Gonzalez**

*Assistant Chief of Staff*

Ph: 305.348.2111

Fax: 305.348.3660

E-Mail: [clgonzal@fiu.edu](mailto:clgonzal@fiu.edu)



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## 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:  
\_\_\_\_\_  
\_\_\_\_\_

Person Preparing President's 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 Executive Administrator (EA) by close of business 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.