**Pre-Event Planning Form**

Good planning is essential to a successful event. This pre-event planning form provides you with a series of questions to consider when planning your next event. Please keep in mind that all activities should be consistent with university policies and procedures.

This form is provided as a resource. To request for Chancellor Michael Alexander to attend an event, you will need to complete this form and email it to [Kassie Linzmeier](mailto:linzmeik@uwgb.edu), Manager of Events and Annual Giving, **2 months prior to the event**. His office will respond, using the contact information you provide, to confirm his attendance and role. If Chancellor Alexander accepts your invitation Kassie will be in touch to gather more information closer to your event.

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| **EVENT INFORMATION** |

|  |  |
| --- | --- |
| Name of Event: |  |
| Date: |  |
| Time: |  |
| Location: |  |
| Backup Location (if needed): |  |
| Estimated Attendance: |  |
| Budget |  |

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| What is the purpose of the event? How does this event promote the mission of UW-Green Bay? |
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| **CONTACT INFORMATION** |

|  |  |
| --- | --- |
| Primary Contact Name: |  |
| Primary Contact Email: |  |
| Primary Contact Cell: |  |

|  |  |
| --- | --- |
| Secondary Contact Name: |  |
| Secondary Contact Email: |  |
| Secondary Contact Cell: |  |

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| **CHANCELLOR REQUEST** |

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| --- | --- |
| Do you request the Chancellor’s Attendance? |  |
| Role of the Chancellor: |  |

*Please be as complete as possible. You will be notified within 7 days if your request is approved.*