

# Request for Chancellor McRaven to Speak

Thank you for your request. We will look forward to reviewing it.
Please allow up to two weeks for a response.

## Requestor Information

|  |  |
| --- | --- |
| Name of host organization | Click here to enter text. |
| Contact name | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email address | Click here to enter text. |
| Is requesting organization a unit or department within a UT institution? | [ ]  No [ ]  YesIf yes, please note that the president’s office must authorize this request. Name and title of person who authorized request: Click here to enter text. |

## Event Information

|  |  |
| --- | --- |
| Date | Click here to enter a date. |
| Time | Click here to enter text. |
| Location | Click here to enter text. |
| Brief Description/Purpose of event | Click here to enter text. |
| Brief Description of Audience | Click here to enter text. |
| Estimated number of participants | Click here to enter text. |
| Topic/Key message | Click here to enter text. |
| Identify type of remarks | Click here to enter text. |
| Length of time for remarks | Click here to enter text. |

Please send this completed form to:
remarks@utsystem.edu

Note: If Chancellor McRaven is able to participate, we respectfully request that you be available to provide us with assistance along the way. This may include additional information about the topics, audience lists, order of program and more.