The participation of the Chancellor must be coordinated through the Chancellor’s Office for all events, meetings and activities.

**QUESTIONS:** Jessica Darin  
Email: jessicad@ucr.edu  
Extension: 23989

Forms must be received and approved by appropriate Dean or Vice Chancellor.  
Do not submit calendar requests directly to the Chancellor’s Office.

**DIRECTIONS:** Complete all sections of this form. If applicable, submit multiple dates or months in which the event may take place. Use the [TAB] key to move to each field; double-click on boxes to select. Save your completed document, and then attach to an e-mail to the appropriate Dean or Vice-Chancellor for pre-approval. If the event meets the requirements of the appropriate office, it will be forwarded to the Chancellor’s Office. We will then be in touch with you to confirm information, and request any additional materials dealing with the event.

Off-Campus applicants: Please complete form and submit directly to Jessica Darin at jessicad@ucr.edu.

If remarks/welcome/comments/speech are desired, you must complete and submit the Speech Request Form after event participation is confirmed by Jessica Darin.

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**Event Name**

<table>
<thead>
<tr>
<th>Confirmation of Chancellor participation requested by:</th>
</tr>
</thead>
</table>

**Event Date(s) or Timeframe**

<table>
<thead>
<tr>
<th>Begin Time</th>
<th>End Time</th>
<th># of guests invited</th>
<th>Approximate # of expected guests</th>
</tr>
</thead>
</table>

**Location**

<table>
<thead>
<tr>
<th>Attire</th>
<th>Additional options for Chancellor’s participation in event</th>
</tr>
</thead>
</table>

**Goals/objectives of event and format (dinner, reception, lecture, etc.)**

**Describe the audience, including honorees, VIPs, or key constituents**

**Attendance is requested for:**

- [ ] Chancellor  
- [ ] Chancellor Spouse

**Indicate the staff liaison at the event:**

**Cell #:**

**Remarks requested:**

- [ ] Yes  
- [ ] No

**Please Specify:**

- [ ] Brief Remarks – 5 min or less  
- [ ] Major Speech – 6 min or longer

**Briefing materials will be provided by:**

**The following require approval or notification (see instructions):**

1. Is this a fund-raising event?  
   - [ ] Yes  
   - [ ] No

2. Will the Chancellor’s name be used on printed materials?  
   - [ ] Yes  
   - [ ] No

3. Do you plan to invite any University of California Regents?  
   - [ ] Yes  
   - [ ] No

**Who will be our contact coordinating the event?**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact #:</th>
</tr>
</thead>
</table>

**Campus Address:**

<table>
<thead>
<tr>
<th>Email:</th>
<th>Fax #:</th>
</tr>
</thead>
</table>

**Can you assist with the Chancellor’s transportation?:**

- [ ] Yes  
- [ ] No

**Details:**

**Requesting division:**

- [ ] Advancement  
- [ ] UNEX/Int’l Programs  
- [ ] Research  
- [ ] Student Affairs  
- [ ] GSOE  
- [ ] BCOE  
- [ ] AGSM  
- [ ] CHASS  
- [ ] CNAS

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**OFFICE USE ONLY**

**The Chancellor**

<table>
<thead>
<tr>
<th>Will Attend</th>
<th>Will Not Attend</th>
</tr>
</thead>
</table>

**Exec. Vice Chancellor**

<table>
<thead>
<tr>
<th>Will Attend</th>
<th>Will Not Attend</th>
</tr>
</thead>
</table>

**Chancellor’s Spouse**

<table>
<thead>
<tr>
<th>Will Attend</th>
<th>Will Not Attend</th>
</tr>
</thead>
</table>

**EVC/Provost’s Spouse**

<table>
<thead>
<tr>
<th>Will Attend</th>
<th>Will Not Attend</th>
</tr>
</thead>
</table>

**Date Received:**

**Comments:**