CLPCCD Chancellor Event Request Form

FOR COLLEGE REQUESTS: Have you notified the College President of this event and this invitation request to the Chancellor?

No (please notify College President first before turning in this form)

Yes

If yes, notification given to Name/Title:

Today's Date _____   Event Date: _____

Start Time: End:

1. Event Location (College/Building/Room):   2. Event Description:

3. Audience Description: 4.Estimated number of attendees:

5. Event contact name: 6. Event contact E-mail:

7. Event Contact cell: 8. Day-of-event contact Name/Cell (if different from above):

9. Has the Chancellor attended this event in the past?

10. If any, what role do you want the Chancellor to have at this event? Be as detailed as possible.

No

Yes

If yes, when

Requests must be received 14 days prior to event date. Please return to Kelly Costello.
You will receive a response as soon as possible.

INTERNAL USE: YES _____   NO _____   Comments: _____