



**SPEAKER REQUEST**

*(complete this section only if request is for Dr. Daniel to speak at event)*

What type of speech should the president deliver? (key note, brief remarks, welcome, panelist, introduction of another speaker, etc.)

What is the topic? Are there any themes or key messages the president should include in his speech?

How long should the president speak?

What time will he speak?

Will key points be provided or will Communications be engaged for speaker notes/script?

Has the president ever spoken at an event for your organization?

No

Yes, when?

Is there anyone the president should formally recognize during his speech?

No

Yes If so, whom?

Do you need a biographical introduction and/or official photograph of the president?

No

Yes

Is the event open to the public?

No

Yes

Is the media invited?

No

Yes, if so, whom?

Are there additional speakers on the agenda?

No

Yes, if so, whom?

Will there be a question-and-answer session?

No

Yes

Will the speech include a presentation? (PowerPoint, etc.)

No

Yes

Additional comments:

Please save this document and submit request to Judy Snellings at [jsnellin@utdallas.edu](mailto:jsnellin@utdallas.edu) .

Judy will confirm availability of Dr. Daniel.

Please submit this request no later than one month prior to event.