



Scheduling Request Form – President Bob Kustra

- Please allow a 2-week timeframe for consideration of your request.
- We cannot confirm appointments more than six weeks in advance of the event. Please also keep in mind that President Kustra’s schedule may change at any time based on university business and responsibilities at the time. If this occurs, we apologize for any inconvenience and appreciate your understanding.
- Any press releases, advertisement, invitations, programs, printed materials, etc. that use President Kustra's name or indicate his attendance at an event must be reviewed and approved by the Office of the President before being distributed.

Date of Meeting/Event:	_____	Date of Request:	_____
Name of Requestor:	_____	Day Phone:	_____
Email Address:	_____	Cell Phone:	_____
Location/Address of Event/Meeting:	_____	Location Phone Number:	_____
Start Time:	_____	End Time:	_____
President’s Actual Arrival Time:	_____	Length of Time President is Required:	_____
Title and Description of Event/Meeting:	_____		
President’s Role:	_____		
Speech/Remarks from President requested?:	_____	Length of Remarks/Speech:	_____
Topic of Remarks/Speech:	_____	Will there be other speakers in addition to the president? <i>Please describe</i>	_____
Talking Points you would like the President to Address (Attach separate page if necessary)	_____		
Description of Audience:	_____		
Number Attending:	_____	What is the Proper Attire?	- <i>Business (suit & tie)</i> - <i>Business Casual (jacket, no tie)</i> - <i>Casual (no jacket)</i>
Recommendations/Reasons the President Should Attend:	_____		

INSTRUCTIONS: Please attach a copy of any available brochure, flyer, or additional information related to the event. Send completed form to:

Scan & send via email preferred: melissajensen@boisestate.edu

By campus mail: **President’s Office, MS 1000**

By fax: **(208) 426-3779**

Or call with questions: **(208) 426-1491**