**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.

<table>
<thead>
<tr>
<th>Date of Meeting/Event:</th>
<th>Date of Request:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name of Requestor:</th>
<th>Day Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Cell Phone:</th>
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<table>
<thead>
<tr>
<th>Location/Address of Event/Meeting:</th>
<th>Location Phone Number:</th>
</tr>
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<table>
<thead>
<tr>
<th>Start Time:</th>
<th>End Time:</th>
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<tr>
<th>President’s Actual Arrival Time:</th>
<th>Length of Time President is Required:</th>
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</table>

**Title and Description of Event/Meeting:**

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**President’s Role:**

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**Speech/Remarks from President requested?:**

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**Length of Remarks/Speech:**

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**Topic of Remarks/Speech:**

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**Will there be other speakers in addition to the president? Please describe:**

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**Talking Points you would like the President to Address (Attach separate page if necessary):**

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**Description of Audience:**

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**Number Attending:**

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**What is the Proper Attire?**

- Business (suit & tie)
- Business Casual (jacket, no tie)
- Casual (no jacket)

**Recommendations/Reasons the President Should Attend:**

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**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