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? Please describe ___________________________

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

Description of Audience: ___________________________

Number Attending: ___________________________ What is the Proper Attire? ___________________________

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

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