Scheduling Request Form – Interim President Martin Schimpf

- 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 Schimpf’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 Schimpf’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)

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: MarcyHarmer@boisestate.edu
By campus mail: President’s Office, MS 1000
Or call with questions: (208) 426-1491