**The Ohio State University**

REQUEST:

**Full Date**

**Full Event Start – End Time**

**President Carter Start – End Time**

**Location Name and Room/Event Link**

**Address**

***\*Who and where President Carter will be greeted and parking information***

**Purpose:** Give a brief description of the event and President Carter’s role.

Example: “Opportunity to …”

 If requesting remarks:

Key points to communicate:

* Include a bulleted list of key speaking points for President Carter.

**Contact:** Name, title, office, cell: (xxx) xxx-xxxx, email [person greeting President Carter]

 Name, title, office, cell: (xxx) xxx-xxxx, email [event organizer]

**Program:** Example provided below; President Carter’s roles are in bold typeface:

11:45 a.m. Informal reception begins

**12:00 p.m.** **President Carter arrives**;Lunch is served

**12:20 p.m. Dr. Jane Doe gives welcome, introduces President Carter**

**12:25 p.m. President Carter gives remarks, introduces Brutus Buckeye**

**12:30 p.m.** Brutus hands out student certificates

 **Students take photos with President Carter and Brutus**

**1:00 p.m.** Formal program ends

 **President Carter and Brutus pose for group photo with students**

**Audience Environment:** Approximate # of people attending including types of constituents (e.g., faculty, community leaders, etc.). Specifically mention any senior university leaders, foundation board directors, board of trustee members, alumni association board members or government leaders who will attend. Attach guest or invite list if available and write: *See attached guest list.*

**Notes:** Include any details useful for President Carter, but specifically include:

* If President Carter is giving remarks, please note if there will be a podium and/or microphone (and what type of mic—e.g., stationary, lapel, etc.).
* Attach background info on any businesses/organizations and write: *See attached background information*.
* Include any details, facts or figures that are pertinent to the event/location.
* Note if any members of the press, or any photographers/videographers/social media coordinators will attend.
* Note who will be sitting with President Carter at any lunch/dinner tables.
* If applicable, current strategy in regard to any VIP guests.

**Attire:** Business/Buckeye Casual/special shoes/change of clothes, etc.

**Cautions:** Any sensitivities he should know about, including potentially divisive topics, wayfinding challenges or notable attendee personalities.