



UT System President Speaker Request Form

The president strives to accept as many invitations as possible. However, he must frequently decline an invitation due to conflicts. The president's office attempts to accommodate most requests that support the mission of the university and appreciates your patience with the president's complex calendar.

It is expected that the requestor has followed local procedures and obtained the approval of their administration prior to submitting the request.

Email the completed form to Jamie Blessinger, jblessin@tennessee.edu and CC Melissa Tindell, mtindell@tennessee.edu and Jason Moody, jmoody9@tennessee.edu.

CONTACT INFORMATION

Name of the inviting organization:

Please provide a brief description of the organization:

Organization website:

Point of Contact First Name:

Point of Contact Last Name:

Point of Contact Phone Number:

Point of Contact Email:

EVENT DETAILS

Name of the event or appearance:

Event location:

Event physical address (include building name, street address, city, state and ZIP code)

Will reserved parking be available for the President?

Yes

No

Event parking details

(e.g. garage or lot name, address, entrance location, validation details, accessibility parking and any arrival instructions)

Type of event:

Please provide a brief description of the event:

Event start date / end date:

Event start time (include time zone):

Specific speaking start time / end time(s) for the President (include time zone):

Speaking duration / Q&A duration:

Topics you would like the President to cover (please be specific):

Number of attendees expected:

Who is the audience? Check all that apply:

Students

Staff and Faculty

Alumni

Elected Officials

General Public

Other

Will photography be taken at the event?:

Yes

No

If yes, please text or email images **within one hour** of the event's conclusion to the following for publicity purposes. Please provide identification of individuals in the photo(s).

Jason Moody

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(404) 731-7275

Charles Kemp

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(615) 295-1975