Speaking or Appearance Invitation

for Chancellor Gary S. May

*If this is your first time requesting a speech or appearance for Chancellor May, please read the instructions at the end of this document before completing the invitation form.*

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| Event date**Click here to enter text.** |
| Event name**Click here to enter text.** |
| Location**Click here to enter text.** |
| Time and duration / Snapshot of the program (including other speakers)**Click here to enter text.** |
| Start and end times of the requested participation (including his remarks, questions, meal, etc.) **Click here to enter text.** |
| Estimated number of attendees**Click here to enter text.** |
| Which groups will be represented in the audience (e.g., faculty, alumni, etc.)? Should we be aware of any specific attendees? **Click here to enter text.** |
| If you wish the Chancellor May to deliver remarks, will he speak 1) from a podium, 2) seated at a table, 3) other? **Click here to enter text.**  |
| Is a PowerPoint presentation requested? **Click here to enter text.** |
| Goals of the event**Click here to enter text.** |
| Objectives of the Chancellor participation**Click here to enter text.** |
| Would you like the Chancellor to 1) make remarks and/or present awards, 2) only participate in informal discussion, or 3) only attend the event?**Click here to enter text.** |
| If you would like the Chancellor to make remarks, how many minutes will he have for his remarks, and how many (if any) for audience questions? **Click here to enter text.** |
| Which topics or issues would you like the Chancellor to address?**Click here to enter text.** |
| Will a draft script or talking points be provided? If yes: which one, when, and by whom? (Please provide a script if the Chancellor would act as MC or presenter in an awards ceremony or similar formal event.) **Click here to enter text.** |
| Will background materials be provided? If yes: when and by whom? **Click here to enter text.** |
| Do you suggest any websites for background information?**Click here to enter text.** |
| Please list 1) a Primary Contact Person for this event, as well as 2) any Secondary Contacts with whom the Chancellor’s Office should deal directly (e.g., a dean or faculty member). Please include phone numbers and e-mail addresses.**Click here to enter text.** |
| Are there any other facts about the event of which the Chancellor’s Office should be aware?**Click here to enter text.** |

For further information about any of the above items, or about the Chancellor’s participation in your event, please contact:

**Jana Gabby**

Office of the Chancellor

University of California, Davis

Phone: 530.752.2067

Fax: 530.752.2400

*Directions for Completing a* Speaking or Appearance Invitation

for Chancellor Gary S. May

Thank you for inviting Chancellor May to speak or appear at your event! He enjoys occasions that allow him to interact with different segments of the UC Davis community, and he values the opportunities they provide for exchanging ideas and building relationships.

Please take a little time to complete the attached form, making sure to include **all specifics that you feel are relevant**. By providing a clear picture of *your event* and *what you would like from the chancellor*, you will facilitate the preparation process and help him participate in the way that best serves your goals.

Some things you should know before completing the invitation form:

* The Chancellor feels that he can often be most effective by making **remarks** (sometimes of a casual nature) **of 5 to 10 minutes** on a prearranged topic and then, if desired, **taking questions** from the audience.
* The Chancellor is also happy to make **scripted formal remarks** on appropriate occasions (such as awards ceremonies), or merely to **appear** atan event and participate informally.
* In all cases (remarks followed by a discussion period; scripted formal remarks with or without a discussion period; or a simple appearance), some guidance regarding **topics to be covered** and **issues of special interest to the group** would be of great help, as would a **snapshot of the entire program** (including any other speakers). One very good way to prepare the Chancellor is to provide him with rough or polished **talking points**, which he can then modify.
* If the Chancellor is to act as a **master of ceremonies** or **presenter** for an awards, appreciation, or celebratory event, he requests that you provide him a **draft script**, which he can then modify.
* Finally, the **earlier** that you send invitations, relevant information, and talking points or scripts to the office, the better for all! He asks that, if possible, you submit all **invitations** to the Office of the Chancellor ***at least four weeks*** prior to the event date, and all **supporting materials and information *at least two weeks*** prior to the event date.

Thank you for your cooperation, and please feel free to contact me if you have any questions.

**Jana Gabby**

Office of the Chancellor

University of California, Davis

Phone: 530.752.2067

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