



## Office of the Chancellor

Thank you for inviting Chancellor Charlie Nelms to be a featured guest or speaker at your event. Please complete and submit the form below as soon as possible. Dates fill up quickly, so please submit your request at least 60 days in advance. The Chancellor's Office will follow up with you using the contact information you provide.

If your request is for the Chancellor to speak, please note that you will need to provide suggested talking points and audience information.

Please contact Ms. Betty Willingham at 919-530-6104 or [bwillingham@ncu.edu](mailto:bwillingham@ncu.edu) with any questions.

*Items marked \* are required in order to submit the request form.*

### Event Information

Event Name \* \_\_\_\_\_

Sponsoring Organization \* \_\_\_\_\_

Date of Event \* \_\_\_\_\_

If there is no specific date, please indicate preferred dates: \_\_\_\_\_

Name of Requestor/ Event Coordinator \* \_\_\_\_\_

Title \* \_\_\_\_\_

Phone Number(s) \* \_\_\_\_\_

Email Address \* \_\_\_\_\_

***Please note: The individual placing the request is responsible for completing the following items and providing all information and materials noted on this form.***

### Event Details

Purpose of Event and Description of Audience \* \_\_\_\_\_

Total Number of People Expected to Attend \* \_\_\_\_\_



Location Details/ Venue \* (Full address, building name, room number)

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Attire \* \_\_\_\_\_

*(Academic regalia, formal wear, business, etc.)*

***If applicable, please send an event invitation to the Office of the Chancellor, North Carolina Central University, Ms. Betty Willingham, 1801 Fayetteville Street, Durham, NC 27707.***

### **Additional Information**

Desired Length of Speech (in minutes) \* \_\_\_\_\_

Type of Speech \* \_\_\_\_\_

*(University greeting and overview, keynote address, specific topic, call to action, special announcement, award presentation, etc.)*

If a specific topic, please indicate: \_\_\_\_\_

Will media be invited to the event? \_\_\_\_\_

Who else will be speaking at the event? \_\_\_\_\_

Will there be a podium or mic? \_\_\_\_\_