**Title of event**

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|  |

**Date of this request**

|  |
| --- |
|  |

**Date of event**

|  |
| --- |
|  |

**Internal or external request**
Internal  External

**Host organisation/department**

**Coordinator/s**

|  |  |
| --- | --- |
| **Name (1)** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name (2)** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

**Event details:**

Location of event

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| --- |
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Start time of event

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Finish time of event

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| --- |
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**Has this event been held previously?**
Yes,    No

If yes, date / details

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| --- |
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**Event type:
**Conference   Panel discussion   Meeting   Symposium
Launch   Drinks   Luncheon   Lecture   Dinner   Other     **If other, please specify**

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   **Purpose of event:**
Fund-raising    Celebration/Commemoration    Networking
Debate/Discussion    Critical Review    Opening
Announcement    Other
 **If other, please specify**

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**Strategic importance of the Chancellor's participation:**

**Please describe the expected mix of the audience (staff, students, industry, govt etc...)**

**List of VIPs attending:**

**Role you would like the Chancellor to play:**
Attendance only        Speech (please complete addendum below)        Other

**If other, please specify**

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**Dress code:**
Black Tie (i.e. tuxedo, vest, black tie)
White tie (i.e. tuxedo, vest, white tie)
Business Formal (i.e. dark suit and tie)
Cocktail (i.e. dark suit)
Informal (e.g. sports jacket)
Causal (e.g. jeans, t-shirt)

**Who will greet the Chancellor on the day?**

**Please provide details of the meeting place and time:**

**Please provide travel and parking instructions here:**

 **INTERNAL ONLY
What other council members and senior managers will be attending?**

**INTERNAL ONLY
Please nominate a member of Council or Senior Management who could fulfil the Chancellor's role in his absence:**

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**SUPPLEMENTARY INFORMATION
Please indicate that you will provide the following:**
 **Running sheet**available and will be sent via email
forthcoming
not applicable
 **Guest list**available and will be sent via email
forthcoming
not applicable
 **Seating plan**available and will be sent via email
forthcoming
not applicable
 **Supporting information** (brochure, flyer)
available and will be sent via email
forthcoming
not applicable

**ADDENDUM: Speech Requests Only**
(Please note that the Chancellor requires a minimum of 4 weeks' notice for speeches)

**Details of speech:**

* Is it a formal or informal presentation (including whether the Chancellor is required to speak from behind a lectern, before a microphone, or in a more informal setting)?
* Theme/topic
* People to be formally acknowledged by Chancellor in the speech

(in order of precedence if possible)

* Will there be question time after the speech, and, if so, its intended limit?

**Duration**

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| --- |
|  |

**Number of guests**

|  |
| --- |
|  |

 **Type                       Delivery**
Formal             Podium
Informal            Freestyle

**INTERNAL ONLY
Will the Chancellor be required to give an indigenous welcome? (Kaurna/or other)**
Yes     No

**Is it important for the Chancellor to remain for the whole event, or only for the duration of the speech?**
Whole event        Speech only         Chancellor's discretion

**Will the Chancellor be required to acknowledge the VIPs attending?**
Yes     No

**Please summarise the topic/s you suggest the Chancellor should cover in his speech:**

**Given the vast number of speeches the Chancellor is asked to give, it is essential that you also provide a suggested script for his presentation in dot point form. This should contain all the material you recommend he cover in his speech. This may be further revised or amended by the Chancellor's communication team at their discretion.**

**Please return this form to Joanne Gatsios, Executive Personal Assistant**

**Email:** joanne.gatsios@unisa.edu.au

**Phone: 08 8302 0132**