

PRESIDENT'S APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

**Request for President Lovell's Attendance**

All requests must be reviewed or approved by a dean or vice president before submission to the President's Office.

**DEAN OR VICE PRESIDENT WHO APPROVED THIS REQUEST (SIGNATURE REQUIRED):**

\_\_\_\_\_

**WILL THE DEAN OR VICE PRESIDENT BE IN ATTENDANCE:**     Yes     No

**IF NOT, PLEASE GIVE REASON:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

<b>DESCRIPTION</b>	
<b>AGENDA</b>	
<b>DATE/TIME</b>	
<b>PLACE</b>	
<b>TIME REQUESTED OF PRESIDENT AND HIS ROLE</b>	
<b>NAMES OF ATTENDEES WITH TITLES</b>	
<b>AUDIENCE</b>	
<b>SPONSOR(S)</b>	
<b>ADDITIONAL INFORMATION PRESIDENT LOVELL SHOULD KNOW, INCLUDING THE REASON HIS ATTENDANCE IS REQUESTED</b>	

**SUBMITTED BY:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_