



# Office of the Provost

## Request for Provost Remarks Form

If you wish to have the Provost speak at an upcoming function or event, **please use this form to submit your request at least 30 days in advance.** Download the PDF form to your computer and fill it out using Adobe Acrobat. Fill out the form in detail and provide as much information as possible.

You may then save the form and submit it as an email attachment to Ashley Dantzler at [dillahun@mailbox.sc.edu](mailto:dillahun@mailbox.sc.edu).

Or you may print it out and mail to:

Office of the Provost  
Attn: Ashley Dantzler  
Osborne Administration Building, Suite 102  
University of South Carolina  
Columbia, SC 29208

If you have any questions, please call Ashley at 803-777-2808.

### Sponsoring Organization/Group:

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Starting/Ending Times: \_\_\_\_\_

Location: \_\_\_\_\_

Please submit:

- (1) a copy of the program agenda as soon as possible and
- (2) a list of attendees' three business days before the event.

Suggested Topic(s): \_\_\_\_\_

Provide other pertinent information about the event that would be helpful to the provost.

Note: For other than brief remarks, advance notification and detailed talking points are required (see next page).

Suggested Length of Remarks: \_\_\_\_\_

Name/Title of Person Introducing the Provost: \_\_\_\_\_

Other Speakers: \_\_\_\_\_

Media Covering the Event: \_\_\_\_\_

Who is the audience? \_\_\_\_\_

Audience Size: \_\_\_\_\_  Seated  Standing

Room Set-up & Size: \_\_\_\_\_

Lectern Provided?  Yes  No      Sound System Provided?  Yes  No

Is A/V equipment available onsite if needed?  Yes  No

If so, what equipment is available? \_\_\_\_\_

A/V contact name/title, telephone numbers, and e-mail address: \_\_\_\_\_

Please provide the theme of your event. Include how the event relates to your organization's overall program.

How does this event relate to the university's mission of educating the state's diverse citizens through reaching, research, creative activity and service? How does this event help to prepare our students for success and responsible citizenship in our complex and changing world?

Please describe the major goals for your event and provide a brief history of the sponsoring organization.

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_