

# Las Positas College President Event Request Form

FOR COLLEGE REQUESTS: Have you notified your VP/Dean of this event and this invitation request to the President's Office?

No (please notify College President first before turning in this form)

Yes

If yes, notification given to Name/Title:

Today's Date

Event Date\*:

Requested Arrival Time:

End:

1. Event Location (College/Building/Room):

2. Event Description:

3. Audience: Community / LPC / District / BoT

4. Estimated Number of Attendees:

5. Event Contact Name:

6. Event Contact E-mail:

7. Event Contact Cell:

8. Day-of-Event Contact Name/Cell (if different from above):

9. Has the President attended this event in the past?

10. If any, what role do you want the President to have at this event? Be as detailed as possible.

No

Yes

If yes, Date:

\*Please attach event agenda. Requests must be received 14 days prior to event date. Please return this form to [Angelica Cazarez](#). You will receive a response as soon as possible.

INTERNAL USE: YES \_\_\_\_\_ NO \_\_\_\_\_ Calendared: \_\_\_\_\_

Notified Requester: \_\_\_\_\_

Date