

Harford Community College

President's Attendance Request Form

Thank you for contacting the President's office. To schedule Dr. Dianna Phillips to speak or attend your event on or off campus, please complete this form and return it to the Office of the President, with supporting information of your event, such as a copy of a brochure, program, relevant article, etc. If there is an agenda, please attach or provide it **5 days** prior to the event.

PLEASE NOTE: You will receive an email notification of either the President's confirmed attendance or respectful decline. **Questions?** Contact Kathy Whaley at 443-412-2230 or kwhaley@harford.edu.

Name: _____ Title: _____

Department/Organization: _____

Contact Number: _____ Email: _____

Event Title: _____

Date: _____ Time: _____

Estimated number of people attending: _____

Purpose: _____

- Check one:**
- | | | | |
|--------------------------|-----------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Attendance for entire event | <input type="checkbox"/> | Speech |
| <input type="checkbox"/> | Opening remarks | <input type="checkbox"/> | Other (<i>please explain</i>) |

Other explanation: _____

Please complete the following:

What time will the President speak: _____

What will be the focus of the speech: _____

Please provide comprehensive notes for the President's remarks **5 days** prior to the event. Email to kwhaley@harford.edu.