



# INVITATION REQUESTS FOR THE CHANCELLOR

## CLUBS & ORGANIZATIONS REQUEST FORM

UCI Dean of Students  
<http://www.dos.uci.edu>  
(949) 824-5181

### Sponsor Information

TODAY'S DATE
SPONSORING ORGANIZATION
EVENT CONTACT
CONTACT PHONE
STUDENT ID#
E-MAIL ADDRESS
ORGANIZATION PURPOSE/MISSION/DESCRIPTION

### Event Information

EVENT DATE	
EVENT TIME	
EVENT LOCATION	
TITLE OF EVENT	
PRIMARY AUDIENCE	
NUMBER OF INVITATIONS SENT	ESTIMATED TOTAL ATTENDANCE
PURPOSE AND GOALS OF EVENT	

### Chancellor Information

WHAT IS THE REQUESTED ROLE OF THE CHANCELLOR?	DURATION OF PROGRAM AND EVENT FORMAT (Include beginning and ending times for each segment of the event, such as the beginning time of a reception, time of the speaker, etc.)  _____ _____ _____ _____ _____
IS THE CHANCELLOR EXPECTED TO GIVE REMARKS OR JUST MAKE AN APPEARANCE?	
IS THE CHANCELLOR EXPECTED TO REMAIN FOR THE ENTIRE PROGRAM?	
IS THE CHANCELLOR TO INTRODUCE ANYONE (INCLUDE BIOS)?	
COMMENTS OR OTHER RELEVANT INFORMATION:	

Please submit completed form to the Office of the Dean of Students or send attachment to [deanstu@uci.edu](mailto:deanstu@uci.edu) at least 10 business days prior to the event. Thank You.