

**PRESIDENT'S EVENT ANALYSIS FORM**  
OFFICE OF THE PRESIDENT  
UNIVERSITY OF MANITOBA

Name of Event:															
Date of Event:			Start Time:												
Remarks Start Time (if applicable):		Expected Length of Event:													
Organizer's Name:		Organizer's Dept./Unit:													
Contact Phone #:		Contact Email:													
Name & cell number at event site (if available):															
Event Location (i.e. Building):			Room Number:												
Address (if off campus):															
Occasion/Purpose of Event:															
Event Host:															
Event MC:															
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Event Type:</td> <td style="width: 25%;">Reception</td> <td style="width: 25%;">Meeting</td> <td style="width: 35%;">Luncheon</td> </tr> <tr> <td></td> <td>Lecture</td> <td>Conference</td> <td>Dinner</td> </tr> <tr> <td></td> <td>Symposium</td> <td>Visiting Dignitary</td> <td>Other – specify: _____</td> </tr> </table>				Event Type:	Reception	Meeting	Luncheon		Lecture	Conference	Dinner		Symposium	Visiting Dignitary	Other – specify: _____
Event Type:	Reception	Meeting	Luncheon												
	Lecture	Conference	Dinner												
	Symposium	Visiting Dignitary	Other – specify: _____												
Audience for the event (any information you have about attendees):			Expected attendance:												
Names of dignitaries and titles (if available) attending the event:															
Names and titles of people at President's table (for luncheons, dinners if applicable):															

President's Role (check all that apply): <div style="display: flex; justify-content: space-between;"> <div>           Attending            Greeting            Photos (e.g. with award recipients)         </div> <div>           Co-host            Master of Ceremonies            Other - specify: _____         </div> </div>			
Who will introduce the President?			
Type of remarks: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Guest Introduction (specify): _____            Closing Remarks            Keynote speech/presentation            Other - specify: _____         </div> <div>           None            Welcome         </div> </div>		Length of Time Allocated for remarks:	
Will awards be presented: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Yes            No         </div> <div>           Who will be receiving awards?            _____            Who will be presenting the awards?            _____         </div> </div>			
Program/order of speakers:			
Topics to address in remarks:			
Acknowledgements to be included in the President's remarks:			
Photo required: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Yes            No         </div> <div>           Biography required:           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>               Yes                No             </div> <div>               Media expected:               <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>                   Yes                    No                 </div> </div> </div> </div> </div> </div>			
Will the event be recorded or broadcast? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>           Recorded            Both         </div> <div>           Broadcast            Neither         </div> </div>			
If the President is not available on your requested date, is another date negotiable?		<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Yes            No         </div> </div>	
If the President is not available on your requested date, are you requesting an alternate senior administrator?			<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Yes            No         </div> </div>
If the President is not available, would a recorded greeting or letter be an option?		<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>           Yes            No         </div> </div>	