

## UA Foundation President Event Request Form

**Note:** The following form is required for development-related events involving the University of Arizona Foundation President's attendance.

Section to be filled out by person submitting request:

Prepared By: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ "Date: \_\_\_\_\_ aaaaa"Event Name: \_\_\_\_\_ aaaa

Event Date: \_\_\_\_\_ aaa 'Event Time: \_\_\_\_\_ aa"Event Location/Address: \_\_\_\_\_

Event/Visit Purpose: \_\_\_\_\_

Potential Audience/Attendees (key donors/individuals):

Two days prior to event, please submit event outline, table seating and guest list to  
Brenda.lehan@uafoundation.org

Would you like for John-Paul Roczniaak to make remarks? YES NO

Will photos be taken? YES NO

Are spouses invited to attend? YES NO

**PLEASE SUBMIT A CORRECTED FORM IF ANY CHANGES ARE MADE TO THE EVENT  
(PLEASE DO NOT SUBMIT AN EMAIL WITH CHANGES)**

Additional Comments/Notes:

To be Completed by UA Foundation President's Office:

Check one:

Event confirmed on UA Foundation President's Calendar

Unable to schedule this event

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Brenda Lehan, Executive Assistant to the President

Additional Comments by UA Foundation President's Office: \_\_\_\_\_