



Speeches & Remarks
Template
DUE 21 DAYS BEFORE EVENT

Today's Date: _____

Name of Event: _____

Date of Event: _____

Location of Event: _____

Sponsoring Organization: _____

Contact Person: _____ Extension: _____

Now that the Chancellor is confirmed to speak at your event, please complete the template below. Include as much detail as possible and return to Rachel Messner in Executive Communications no later than **21 days before the event**. (The term "Chancellor" applies to Acting Chancellor Abrams or the EVC and Provost, depending on who is speaking.)

If you have questions regarding the form or would prefer a phone conference or meeting to discuss this information, please contact Mary Daily at x5-0827 or mdaily@conet.ucla.edu.

IMPORTANT: Information submitted after the 21-day deadline may not be included in the remarks.

Please notify Executive Communications immediately if there are any changes to your event that may impact the speaker's remarks.

The Event

- What is the focus?
- What are the objectives?
- What is the setting? Is it formal or informal?
- Who else is speaking?

The Audience

- Who is the audience? How many people are expected to attend?
- Has the Chancellor or another university official spoken to this audience recently? If so, when?

- Would members of this audience have recently heard the Chancellor speak at a different kind of event?

The Remarks

- Are these brief remarks (3-5 minutes) or is this a more substantive speech (5 minutes or longer)?
- What key messages would you like addressed? Please elaborate on each by providing examples.
- Who will introduce the Chancellor? Please give name and title.
- Will there be a question and answer session following the Chancellor's remarks? If so, for how long?
- Will the Chancellor need to introduce anyone following him on the program? If so, what might the Chancellor say about this person?

Miscellaneous

- Will the Chancellor be using a podium or other speaking aid?
- Will programs or hand-outs be distributed to the audience? If so, please attach a copy of the materials to this template.
- Will the event be video/audio taped? Will there be a photographer on hand; if so, who?
- Have you invited media?
- Is there anything else we should know to help ensure the success of your event?