

**WEST CHESTER UNIVERSITY SPEECH REQUEST FORM  
FOR DR. GREG R. WEISENSTEIN, PRESIDENT**

To assist in the preparation of remarks, please complete this form and click the Submit button at the end of the form. The form will be sent to Winnie Hayek with a copy to Becky Hook . Thank you.

**Name of the Event:**

**Event Date, Time, and Location:**

**Request Submitted by:**

**E-mail:**

**Phone:**

**Contact Person for event if different from above:**

**E-mail:**

**Phone:**

**Type of Event (e.g., committee meeting, conference opening session):**

**Purpose of the Event:**

**Physical Arrangements for the Speaker (e.g., lectern, conference table, head table):**

**Sponsor(s) for the Event:**

**Purpose/Goal of the Speaker's Remarks (e.g., welcome guests, give keynote, introduce special guest, bring congratulations, highlight program success):**

**Length of the Speaker's Remarks (approximate minutes):**

**Approximate Size of the Audience:**

**Composition of the Audience (e.g., first-year students, business leaders, faculty):**

**Public Figures Expected to Be in Attendance:**

**Person Introducing the Speaker:**

*Please attach an agenda or program.*

**Requested Speech Format (e.g., formal remarks, informal remarks from talking points, unscripted meet and greet):**

**Key Points to Include in the Speaker's Remarks:**

**Other Facts the Speaker Should Know about the Group, Occasion, and/or Expectations for the Remarks:**