HOWARD UNIVERSITY VISITING DIGNITARY/OFFICIAL REQUEST FORM

Prior to extending an invitation to a high-level elected / appointed official or dignitary, please complete this form. Please fax the completed form to: Chief of Staff, Office of the President (202) 806-9243.

Today's Date: ___________________________
Name: _______________________________________________________________________________
Unit/Department: ______________________________________________________________________
For External Entities, Sponsoring Unit/Department: ___________________________________________
Address: _____________________________________________________________________________
Contact Phone Number: _____________________ E-mail Address: ________________________________

Official/Dignitary to be invited. (If more than one, complete this section on each proposed invitee).
Name: _______________________________________________________________________________
Title/Governmental Role: _________________________________________________________________
Country Affiliation, if applicable: _________________________________________________________
Visit/Event Description: __________________________________________________________________

Visit Date(s): ________________________________________________________________________
Start Time: _______________________________   End Time: __________________________________
President’s Participation Requested?   ___ Yes   ___ No   If yes, please describe: ____________________

The following documents are attached:
- Brief Biographical Sketch of Official/Dignitary
- Proposed Schedule of Activities/Meetings/Agendas
- Guest List Categories
- Event Funding
- Security Plans, if applicable

Signatures:    _____________________________________________________ (Requestor)
_____________________________________________________ (Dean/Director/Vice President)