

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 send the completed form to HUPresident18@Howard.edu Thank you.

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: _____

Please include a summary of the following:

- Brief Biographical Sketch of Official/Dignitary
- Proposed Schedule of Activities/Meetings/Agendas
- Guest List
- Event Funding
- Security Plans, if applicable

Signatures: _____ (Requestor)

_____ (Dean/Director/Vice President)