

# request for President Michael Geisler speaking at an event

If you are interested in having Dr. Geisler speak at your event, please complete and send this form to **both** [deborah.fallone@mville.edu](mailto:deborah.fallone@mville.edu) and [communications@stanadler.com](mailto:communications@stanadler.com) **at least three weeks prior to your event date.**

## 1. Event details

*Subject/program*

*Hosts of the event*

*Date and time*

*Special guests*

*Location*

*Staff*

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## 2. Event purpose

*Describe the context about which you would like Dr. Geisler to say a few words.*

## 3. What are you trying to have the president accomplish?

*What is the goal of his address?*

## 4. Who else is speaking at the event? Who introduces President Geisler, and does President Geisler introduce anyone?



**5. Event timeline**

*Please indicate specifically when Dr. Geisler's comments will take place.*

**6. What is the desired time length for Dr. Geisler's comments?**

**7. Please provide a sample of what you would specifically like Dr. Geisler to say at the event.**

*Include the talking points/specific points for Dr. Geisler.*

**Thank you.**