



PROPOSED SPEAKER, DIGNITARY OR AWARD RECIPIENT – APPROVAL FORM

Submit this form before contacting or notifying a:

- Proposed speaker for a University-hosted public lecture or event
- Proposed dignitary to be invited to campus
- Proposed recipient for a University award or recognition

ABOUT THE PROPOSED PERSON – Provide background or a biography with this form, which should include information about the person's life and accomplishments that bear witness to the St. Mary's mission as a Catholic and Marianist University.

Name: _____

Title: _____

Is this person a dignitary? (mark one) Yes No

A dignitary, as defined in the [Inviting Dignitaries to Campus Policy](#), is any person holding prominent local, state, national or international high public or non-governmental office. All campus offices, programs and individuals should in all such instances provide reasonable notice to the Office of the President before inviting a dignitary to campus, for purposes of coordinating schedules, protocols and logistics.

If this person is currently campaigning for public office, please review the [Political Campaigns and Political Activities Policy](#) for compliance before submitting this form for approval.

EVENT – If this is a new event, provide an explanation with this form.

Event Name: _____ Date: _____

AWARD or RECOGNITION (if applicable) – If this is a new award, provide an explanation with this form.

Award/Recognition Name: _____ Presentation Date: _____

APPROVALS – The approval process is for purpose of verifying the person's life and accomplishments bear witness to the University's mission as a Catholic and Marianist institution. Please provide these signatures:

Supervisor, Faculty Adviser or Dean: _____ Date: _____

Supervisor on Executive Council: _____ Date: _____

President: _____ Date: _____

Return form to (name): _____ Email: _____