

# 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: \_\_\_\_\_

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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: \_\_\_\_\_

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Visit Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

President's Participation Requested?  Yes  No If yes, please describe: \_\_\_\_\_

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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)