



**PROTOCOL
REQUEST FOR PARTICIPATION OF
GOVERNOR, BOARD OF TRUSTEES, PRESIDENT**

Guidelines from the Office of the Chancellor

To invite the University President, any member of the Board of Trustees, or the Governor of Illinois, units should contact the Chancellor's Office/Special Events at 217-333-8834 or email specialevents@illinois.edu to provide details about the event or meeting (date, event purpose, guest list categories, role of principal, etc.) and to discuss the appropriateness of the invitation.

1. Determination of Participants

- If the event involves only the **Provost**, the Director of Special Events will direct the unit to contact the Provost's Office/Special Events.
- If the event involves participation by the **Chancellor** only, the Director of Special Events notifies the unit if the Chancellor is available to attend/participate, and sends the unit a "Proposal for Special Event" form to complete and return.
- If the event involves only the **President**, the Director of Special Events will contact the Chancellor for approval for the unit to invite the President and then contact the President's Executive Assistant for availability.

2. Unit Submits Proposal for Event

- Unit requests a "Proposal for Special Event" form by contacting the Chancellor's Special Events Office and submits it to specialevents@illinois.edu.

3. Chancellor's Approval and Participation

- The Special Events Office submits the completed "Proposal for Special Event" form and asks the Chancellor to participate in the program.
- If applicable, the Special Events Office asks the Chancellor for approval to invite the University President and the Governor of Illinois to participate.
- The Special Events Office informs the unit of the Chancellor's availability to participate.

4. President's and Governor's Participation *if applicable*

- The Special Events Office asks the President's Office if the President is available to participate in the event.
- If the President accepts the event invitation and the Governor's participation is also requested, the President's Office sends a letter inviting the Governor to speak (note: this letter should be written by the unit but signed by the President and sent to the Special Events Office for routing).
- The Director of Special Events contacts the Office of Government Relations regarding the Governor's participation.
- The Special Events Office receives a copy of the letter sent to the Governor.
- The Special Events Office receives confirmation from the President's Office if the Governor will participate and informs the unit.

5. Board of Trustees Attendance *if applicable*

- The Director of Special Events sends a request to the President's Office asking to invite the Board of Trustees (note: if the Governor is attending, the Board of Trustees also all should be invited).
- If approval to invite the Board of Trustees is given, the Special Events Office informs the unit and contacts the Board of Trustees Office to provide preliminary event details.
- The unit should send an electronic (.pdf) invitation to the Director of Special Events who will forward it to the Board of Trustees Secretary for routing to the Board Members.

6. Legislators Attendance *if applicable*

- The Director of Special Events contacts the Office of Government Relations requesting the addresses of the state and federal legislators and forwards names and addresses to the unit so that invitations may be issued.

Support provided by the Special Events Office for events in which the Governor, Board of Trustees, President, and/or Chancellor will participate:

Chancellor's Podium

- The Special Events Office will provide approval to F&S for the unit to use the Chancellor's podium.

Program and Speakers' Topics

- The Special Events Office meets with the unit event planner to discuss program components, speaker order, and speaker topics.

Communicates with Speakers

- The Special Events Office contacts the Chancellor/President/Governor/Board of Trustees and provides them the program components, speaking order, bullet points for their remarks, seating arrangements, arrival time, parking information, and any pertinent event information.
- As determined in consultation with the unit event planner, either the unit planner may contact speakers from their department with program components, or the Director of Special Events may contact all platform party members with this information.

Reserved Seating

- The Director of Special Events will assist in determining reserved seating in the audience for all the VIPs.
- The Special Events Office will assist, if needed, in making and placing reserved signs on seats day of the event.
- The Director of Special Events will assist VIPs with finding reserved seats at the event.

Welcoming Party for the Governor and Board of Trustees

- The Special Events Office will assist in determining which campus administrators will greet Governor – in most cases it's the following administrators:
 - Trustee Chair (if attending)
 - President
 - Chancellor
 - Dean from the unit if Dean is speaking/serving as an Emcee
- The Special Events Office makes arrangements and informs the campus administrators of the details.
- The Special Events Office works with the Office of Government Relations to contact the Governor's assistant to finalize arrangements and arrival time.
- The Director of Special Events will escort the welcome party to greet the Governor.
- The Director of Special Events will escort the platform party to the stage for the program to begin.
- Note: if the Governor attends, the following must be completed by the unit:
 - Reserve parking space(s)
 - Reserve a private room for Governor and his staff
 - Supply water in the private room
 - Inform the U of I Police that the Governor will be attending an event and provide Police with event details.