

# Request to have Chancellor Milliken or Nana Smith host an event at Bauer House

Bauer House is the official residence of The University of Texas System Chancellor. If you are interested in requesting a Chancellor-hosted event, please complete this form in its entirety.

## About You

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Organization | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email address | Click here to enter text. |
| Event Coordinator for day of event | Click here to enter text. |

## About Your Event

|  |  |
| --- | --- |
| Project or Event Name | Click here to enter text. |
| Purpose of Event | Click here to enter text. |
| Desired Date and Time | Click here to enter text. |
| What is your budget? | Click here to enter text. |
| Anticipated number of guests | Click here to enter text. |
| Type of event (check all that apply) | [ ]  Lunch [ ]  Reception [ ]  Dinner [ ]  Other |
| Will your group require a lectern, sound or other technology needs? | Click here to enter text. |
| Are Chancellor Milliken and/or Ms. Smith expected to deliver remarks? | [ ]  Chancellor Milliken [ ]  Ms. Smith [ ]  NoIf yes, you will be sent a speaker’s request form under separate cover.  |
| Is your organization a unit or department within a UT institution? | [ ]  No [ ]  Yes |

### Next Steps

Please send your request to Office of Events (rsvp@utsystem.edu). We will contact you to let you know if we are able to accommodate your request. If so, we will begin the planning process with you. If you have any questions, please call 512-499-4277.