

Beaver Tips: Inviting President Ray

The following information is intended to help you make the appropriate contact with the President's Office and to provide guidance for planning your meetings and events that involve President Ray.

To invite President Ray to attend a University sponsored activity or donor/prospect event:

- ❖ Email your request to Elizabeth Grubb: Elizabeth.Grubb@oregonstate.edu
 - Include relevant details, such as:
 - Date, time, and location of the event
 - Program or agenda
 - Description of the audience and their relationship with/to OSU
 - Estimated number of attendees
 - Length of President's time commitment
 - Reason for Dr. Ray's Participation
 - Also indicate whether President Ray's availability is the key element in selecting the date/time
- ❖ **If invitation includes a request for President Ray to deliver remarks at the event, include:**
 - Topic and length of time for him to speak
 - When in the program they will be delivered
- ❖ **If you need a response immediately:**
 - Please let the Office of the President office know so that they can make every effort to respond within your deadline.
 - Most requests require communicating with both Dr. Ray and other university staff. The more information you include with your original request, the sooner they can respond.
- ❖ **Event/Activity background materials for Dr. Ray**
 - Deliver to the President's Office at least seven (7) business days prior to the event, unless requested earlier to accommodate Dr. Ray's schedule.

Let your contact in the facility know that President Ray will be participating. It is also important to work with your organization members and Faculty Advisor to ensure that Dr. Ray will be greeted and hosted during the event.