

## Process “Inviting Dignitaries” to Campus

Please complete this form **before** inviting a dignitary to campus.

**Note:** *If the dignitary (as defined by the policy) is speaking to your class, and the only participants are you and the students currently enrolled in your class and the event is not a media opportunity, complete only the bullet points identified with an asterisk\* and submit to the dean of your school.*

- Below is the definition of a dignitary as stated in the Inviting Dignitaries to Campus Policy, available at [www.stmarytx.edu/policies/policy/inviting-dignitaries-to-campus/](http://www.stmarytx.edu/policies/policy/inviting-dignitaries-to-campus/)

*A dignitary is any person holding prominent local, state, national or international recognized 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 the individual is currently campaigning for public office, please review the Political Campaigns and Political Activities Policy for compliance **before** inviting the dignitary:  
[www.stmarytx.edu/policies/policy/political-campaigns-and-political-activities/](http://www.stmarytx.edu/policies/policy/political-campaigns-and-political-activities/)  
 Yes, I’ve read the Political Campaigns and Political Activities Policy and this request is in compliance with that policy.

1. **\*Name of the dignitary:** \_\_\_\_\_

- Yes, the dignitary’s biographical information is attached.

2. **Name of event:** \_\_\_\_\_

3. **Date and title or purpose of the event:** \_\_\_\_\_

Please review other University events and activities before selecting the date for the dignitary visit, [www.stmarytx.edu/about/events](http://www.stmarytx.edu/about/events), and coordinate the date and time with calendars of key University leaders, who according to protocol should attend.

4. **\*Has the Office of the President been contacted about the dignitary visit?**  Yes

The Office of the President should be notified before inviting a dignitary to campus, for purposes of coordinating schedules, protocols and logistics.

5. **Has the Office of University Communications been contacted about the dignitary visit?**  Yes

The Office of University Communications should be notified about all event, attended by dignitaries, open to the public, that may attract the news media, or requiring University protocol to be followed.

6. **\*Does the dignitary require extra security?**  Yes  No

If yes, have you been in consultation with the St. Mary’s Police Department regarding the extra security costs and worked with your supervisor to identify available funds for those costs?  Yes

**Signatures for "student-sponsored" events:**

\_\_\_\_\_  
Organization's Faculty Advisor /Organization Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervising Dean of Students

Date: \_\_\_\_\_

**Signatures for "non-student sponsored" events:**

\_\_\_\_\_  
\*Dean of the School

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor (Member of the Executive Council)

Date: \_\_\_\_\_

\_\_\_\_\_  
President

Date: \_\_\_\_\_

**Form submitted by (Name/Title):** \_\_\_\_\_

**Date:** \_\_\_\_\_