

**Visiting Dignitary/High Profile Visitor Information Form**

CSUN frequently welcomes individuals who hold high-profile positions to our campus. For security, protocol, and information, we ask that CSUN hosts inform the Department of Police Services and the Government Relations Office by completing this form. This form then should be sent to Police Services c/o Captain Alfredo Fernandez, MS 8282 (x3961) and to the Government Relations Office c/o Francesca Vega, MS 8353 (x2124).

Hosting Party's Name \_\_\_\_\_

Department \_\_\_\_\_

Campus Location \_\_\_\_\_ Mail Drop \_\_\_\_\_

Campus Extension \_\_\_\_\_ Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_

<b>Dignitary</b>	Name: _____ Title or Government Role: _____ Affiliation: _____
<b>Visit</b>	Date(s): _____ Start Time: _____ End Time: _____ Location: _____ President's Participation Requested?: No _____ Yes _____ (please describe below)
<b>Purpose</b>	Describe Event and Purpose:
<b>Attachments</b>	The following documents are attached: _____ Brief biographical information about the dignitary _____ Proposed schedule of activities/meetings and/or agendas _____ Guest list categories _____ Event funding information including department number of unit covering costs _____ Security Concerns

If you have any questions, please contact Captain Alfredo Fernandez at [alfredo.fernandez@csun.edu](mailto:alfredo.fernandez@csun.edu) or (818) 677-3961. Thank you.

*(Examples of dignitaries are: elected officials; high-ranking representatives of government (foreign and domestic); national corporate donors.)*