

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 _____

Dignitary	Name: _____ Title or Government Role: _____ Affiliation: _____
Visit	Date(s): _____ Start Time: _____ End Time: _____ Location: _____ President's Participation Requested?: No _____ Yes _____ (please describe below)
Purpose	Describe Event and Purpose:
Attachments	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 or (818) 677-3961. Thank you.

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