



# University of Colorado

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## BOARD OF REGENTS

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## Protocol for Board of Regents Invitational Events <sup>[1]</sup>

Invitations and "save-the-date" notices should be received one month before the event to provide the regents every opportunity to attend.

Please do not send or email invitations directly to the regents. Please send an electronic version of your invitation to [kari.lh.cahoone@cu.edu](mailto:kari.lh.cahoone@cu.edu) <sup>[2]</sup>,

OR

send 10 original invitations to:

Kari Cahoone

Office of the Board of Regents

University of Colorado

1800 Grant St.

8th Floor, 035 UCA

Denver, CO 80203

As elected leadership of the University of Colorado, regents fulfill representational duties when they attend university events. Therefore, please provide a complimentary admission for each regent and guest. The board office doesn't have a budget for these events, so please build it into your event budget.

Invitations are mailed every Friday. The deadline to have your event included is 5 p.m. Thursday.

You may contact Kari Cahoone at (303) 860-5667 or at [kari.lh.cahoone@cu.edu](mailto:kari.lh.cahoone@cu.edu) <sup>[2]</sup> to discuss the specific details of your event. She will poll the regents for their availability and will coordinate with you or your designee to submit RSVPs.

### **Groups audience:**

Board of Regents

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**Source URL:** <http://www.cu.edu/regents/protocol-board-regents-invitational-events>

**Links:**

[1] <http://www.cu.edu/regents/protocol-board-regents-invitational-events>

[2] <mailto:kari.lh.cahoone@cu.edu>