2022 Saint Louis University Investiture Ceremony

Purpose: To recognize the merits of our esteemed faculty honored with endowed positions and to celebrate the generosity of loyal donors who have made these positions possible, Saint Louis University will host a combined Investiture Ceremony for all endowed positions (newly endowed chairs and professorships and reappointed endowed chairs and professorships).

Ceremony: Thursday, March 31, 2022
5:30 p.m. – 7:30 p.m.
Wool Ballroom

Academic Department Responsibilities:
1. Participation Form: Complete registration form for each faculty member to be honored in a re-appointed position (meaning this is not the first time the endowed position has been held) or a first-time investiture by November 30. Development officers can also assist in this process, as your department/school prefers.
   o Participation form: Giving.slu.edu/investiture
2. Photo and Bio: Submit items for inclusion in the printed event program when completing the registration form by November 30.
   o Faculty Photo: High resolution digital photo in .JPEG or .PNG format. Contact Julie Gibbons (julie.r.gibbons@slu.edu) if you have questions regarding the correct format.
   o Faculty Bio: 300 words max; please note, the bio will be edited by communications staff in the department and will not be shared with the individual again prior to printing. All efforts will be made to make as few edits as possible.
3. Email Invitation List: If you wish for your guests to receive an emailed invitation, provide the list of email addresses to Julie.r.gibbons@slu.edu by January 14.
4. Mailed Invitations: Mail the provided hard copy invitations to your desired guest list, as desired.
   a. Please note on the participation form the number of hard copy invitations you wish to receive.
      i. Invitations will be distributed to those requested by mid-January to mail at your convenience.
5. Review provided RSVP lists and remind guests and internal stakeholders about the registration process as needed.

Stewardship Office Responsibilities:
1. Serve as point of contact for event questions.
2. Organize event logistics (parking, catering, honorary medallions for each recipient).
3. Handle creation of all event materials, including print program and invitations.
4. Send email invitations on behalf of recipients, departments, and donors (for all guest lists received prior to January 14).
5. Provide hard copy invitations to participating departments and faculty honorees to mail to their list of contacts.
6. Manage RSVPs via online event registration form.
7. Coordinate script with the president’s office, the provost’s office and each participating dean.
8. Provide participating departments updated RSVP lists (every week beginning in February).

Key Deadlines:
- November 30: Deadline to register a faculty member to participate in the investiture via the online form.
  o Must submit photo and bio when completing the form.
- January 14: Deadline to send guest email addresses to Julie Gibbons for emailed invitation to be sent by Stewardship.
- March 17: Last day to RSVP to attend the investiture ceremony.

Event Timeline:
- 5:30 – 6:00 p.m. – Cocktail & Hors D’oeuvres reception
- 6:00 – 6:20 p.m. – Welcome, Invocation and Brief Remarks
- 6:20 – 7:30 p.m. – Each dean introduces donors and faculty; Dr. Pestello presents medallions to recipients. Event length will vary based on the number of award recipients

Event Participant Registration Form: giving.slu.edu/investiture
Event Attendee RSVP Form: giving.slu.edu/investitureRSVP2022
Contact: Julie Gibbons; julie.r.gibbons@slu.edu or 314.977.1215