

SPEAKER REQUEST FORM

Please provide the following information:

1. Name of sponsoring organization _____

2. Name of proposed speaker _____

3. Topic of proposed address _____

4. Identify proposed speaker by providing biographical information.

5. Date, time, and location of proposed program _____

_____ Date of this request

_____ Name and phone number of person submitting request

_____ Name of Organization's Advisor

Approved/Disapproved: _____

Director of Student Activities

Date

Approved/Disapproved: _____

Dean of Student Services Date

This request must be completed and submitted in person to the Director of Student Activities or his/her designated by a student organization's officer at least one week prior to the date of the proposed speaking engagement. (Arrangements for the use of a facility must proceed independent of this request.)