



REQUEST FOR SPEAKER

Faculty members or students who wish to invite guest speakers to the College should follow the procedures listed:

- Room requests and reservations prior to approval of this request.
- Requests by the speaker must be made 10 days prior to the desired speaking date.

Please complete the following:

Speaker Name and Title

Institution Affiliation

Class / Event

Title or Topic of Presentation

Date and Time of Visit

Room Requested

Please explain how this speaker and the planned address will benefit the college.

Estimated Cost

College Sponsor for Event

What other departments have expressed interest in the speaker? (Please list)

SPONSORING FACULTY/STAFF:

Employee Signature

Date

RECOMMENDATIONS:

Appropriate School Dean Signature

Date

Paperwork Complete? Yes No

Date:

Approval:

Appropriate Vice President Signature

Date