

## Off Campus Speaker/Performer Request

### Proposed Speaker Information:

- Speaker's Name \_\_\_\_\_ Position/Organization \_\_\_\_\_
- Email \_\_\_\_\_ Website \_\_\_\_\_
- Open to campus? \_\_\_\_\_ Yes \_\_\_\_\_ No    Open to general public? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is this a religiously oriented event? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is this a political event? \_\_\_\_\_ Yes \_\_\_\_\_ No    If yes, will it be bipartisan? \_\_\_\_\_ Yes \_\_\_\_\_ No
- How is this speaker being funded? (List Messiah College departments, SGA, outside organizations and amounts funded by each)
- Name \_\_\_\_\_ Amt Funded \$ \_\_\_\_\_    Name \_\_\_\_\_ Amt Funded \$ \_\_\_\_\_
- If you checked yes for any boxes above, please attach a one page explanation outlining speaker's bio, credentials, program, goals and rationale for event, including whether event was initiated by the speaker or if invited by your organization.
- If you checked no for all of the above, Dean of Students signature not required for approval.

### Campus Information:

- Proposed Date \_\_\_\_\_ Time \_\_\_\_\_
- Room/Space Requested \_\_\_\_\_
- If approved, how do you plan to promote this event? \_\_\_\_\_
- Campus Sponsor:**
- Name \_\_\_\_\_
- Club/Organization: \_\_\_\_\_
- Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***Advisor must sign first, then Director of SILP. Submit to Dean of Students after these signatures are complete.***

- 1) Advisor (signature indicates you have reviewed and approved the speaker and will be present at the event)  
 \_\_\_\_\_ Date \_\_\_\_\_
- 2) Dir. of Student Involvement & Leadership Programs (approval signature)  
 \_\_\_\_\_ Date \_\_\_\_\_
- 3) Dean of Students (confer with Provost, Public Relations, etc, as necessary)  
 \_\_\_\_\_ Date \_\_\_\_\_

In order for Conference Services to approve this event, you will need to provide this form with the Dean of Student's signature. Approval must be granted prior to contract/offer being entered into. Emerging events or information could preempt prior approval.  
 Revised 9/2015