

Off Campus Speaker/Performer Request Approval Form

Proposed Speaker/Performer Information:

- Name _____ Position/Organization _____
- Email _____ Phone _____
- Topic/Purpose: _____

- Media Involved? ___ Yes ___ No
- Public invited to attend? ___ Yes ___ No
- Is this a political event? ___ Yes ___ No
- If yes, will it be bipartisan? ___ Yes ___ No

Campus Information:

- Proposed Date _____ Time _____
- Room/Space Requested _____
- Planning Team Members: _____

- Advisor's Name _____
- Speaker Approval Requested By: Name _____
- Email: _____ Cell Phone: _____

The Office of Student Affairs will process this request with the relevant offices and respond to the advisor/student leader. In order for Campus Events to assign a room for the speaker, you will need to provide this form with the Dean of Student's signature.

Dean of Students _____
(Signature)

Date _____