# 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