

Office of Student Leadership and Activities  
Campion 3rd Floor  
**Speaker Form**

Date of Application: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email \_\_\_\_\_ Phone: \_\_\_\_\_

Event/Activity Name: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Set-up time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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***Request for use of Campus Space for an Outside Speaker(s)***

***\*\*Please attach appropriate credentials/resume of speaker(s) and event registration form\*\****

Proposed Topic: \_\_\_\_\_

Presenter Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

Agreement by sponsoring group to pay any additional security if needed:

Signature of event contact person: \_\_\_\_\_

Signature of student organization advisor: \_\_\_\_\_

Approval by Authorized University Representative to which the sponsoring organization or department reports

Authorized University Representative Name: \_\_\_\_\_

Authorized University Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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