

OUTSIDE GUEST SPEAKER FORM

Event Name: _____ Event Date: _____

Event Time: _____

Event Location: _____

Club: _____

Club Officer Contact: _____

Advisor Contact: _____

Advisor Signature: _____

Guest Speaker Name: _____

Guest Speaker Email: _____ Guest Speaker Number: _____

Describe why this individual is being asked to speak: _____

Describe the content that they will speak on: _____

Organizational Representation: _____

How many hours will they be on campus? _____ Has this person spoken on campus before? _____

Are they being paid? _____

Will you be inviting outside guests? _____

Will this event be live streamed? _____

Will this event be recorded? _____

Are students/guests paying to see the speaker? _____

Is the guest speaker external or internal? _____

Would this individual's thoughts/views align with university policy and Christian worldview? _____

Have you received approval from your advisor for this speaker? _____

Advisor Name: _____ Advisor Signature: _____