

OUTSIDE GUEST SPEAKER FORM

This form will take 20 – 30 business days to process and will not be approved without an event request form accompanying it.

Event Name: _____ Event Date: _____

Event Time: _____ Event Location: _____

Club: _____ Today's Date: _____

Club Officer Contact: _____ Advisor Contact: _____

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 this event be livestreamed? _____ Will this event be recorded? _____

Will you be inviting outside guests? _____ 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: _____