

REQUEST FOR GUEST SPEAKER OR PRESENTER

REQUEST SUBMITTED BY: _____ DATE: _____

DEPARTMENT: _____

DATE OF PRESENTATION (Including year): _____

CLASS(ES): _____

NAME OF SPEAKER OR PRESENTER: _____

NAME OF BUSINESS/ORGANIZATION SPEAKER OR PRESENTER REPRESENTS: _____

FOCUS OF PRESENTATION: _____

HOW THE PRESENTATION FITS INTO THE CURRICULUM: _____

APPROVED: _____ Date: _____

Dept. Chair

APPROVED: _____ Date: _____

Administrator

Speaker requests should be submitted to Josh Schumacher at least one week in advance.

(Over)

PROCEDURE FOR SECURING APPROVAL FOR OUTSIDE SPEAKERS:

1. Please submit proposal for an outside speaker at least one week in advance. (It's okay if the exact date that the speaker will be here is still tentative.)
2. Please submit proposal to Josh Schumacher by completing the designated form.
3. The proposal must have the signature (signifying approval) of the department chairman.

A copy of the proposal with Josh Schumacher's approval will be returned to you.

4. This procedure also applies to speakers arranged through the Volunteer Service Bureau and/or Career Counselor.