

**Guest Speaker Approval Request Form**

(All guest speakers must be approved prior to invitation)

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| Student Organization Information |
| Organization Name: | Club President: |  Club President Email Address: |
| **Guest Speaker Information** |
| Name of Guest Speaker: | Title: | Place of Employment: |
| **Description of Event & Speaker Engagement**  |
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| **Event Details** |
| Date of Event: | Time of Event: | Location of Event: |
| Guest Speaker Approval  |
| * Student Organization Faculty Advisor (Print Name):
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| Signature | Date |
| * Director of Student Life (Print Name):
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| Signature | Date |
| **To be completed by the Office of Student Affairs** * Approved
* Denied
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