

**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** | | | | | |
|  | | | | | |
| **Event Details** | | | | | |
| Date of Event: | | Time of Event: | | | Location of Event: |
| Guest Speaker Approval | | | | | |
| * Student Organization Faculty Advisor (Print Name): | | | | | |
| Signature | | | Date | | |
| * Director of Student Life (Print Name): | | | | | |
| Signature | | | Date | | |
| **To be completed by the Office of Student Affairs**   * Approved * Denied | | | | | |