



NOTICE OF INTENT TO PRESENT SPEAKER

1. Name of Speaker: _____
(First) (Middle) (Last)

2. Address of Speaker: _____
(Street) (City)

3. Position of Speaker: _____
(Position) (Firm or Institution)

4. Topic of Address: _____

5. Anticipated Educational Value to Students of Address: _____

6. Nature of Audience: _____
(Name of Class, Student Club, etc.)

7. Time and Place of Address: _____
(Date) (Time) (Location)

8. Signature of Person Sponsoring Speaker: _____
(Signature)

(Position or Office Held on Campus)

APPROVALS

FOR CLASSROOM SPEAKER

FOR NON-CLASSROOM SPEAKER

Division Dean/Director

Vice-President Student Services

Vice-President Academic Affairs

College President

Note: This form must be received for signature by the Vice-President Academic Affairs for classroom speakers, and by the College President for non-classroom speakers a minimum of one week prior to the date the speaker is to appear on campus.