

Speaker Request Form

Event _____ Date of Event _____ Calendar Year _____

Instructions for Speaker Clearance and Approval Process

Potential speakers are not to be contacted until official approval has been received. (For more information, see University Policies and Procedures 1-4: Guest Speaker.) Please check box and complete steps for designated audience; submit form to appropriate administrator for approval.

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|--|----------------|---|
| <input type="checkbox"/> Classroom | Steps 1 and 2 | Department Chair |
| <input type="checkbox"/> Academic Department | Steps 1 and 2 | Department Chair, College Dean |
| <input type="checkbox"/> Academic College | Steps 1 thru 4 | College Dean, Academic Vice President |
| <input type="checkbox"/> Activities Program | Steps 1 and 2 | Student Activities Council, Managing Director of Student Activities |
| <input type="checkbox"/> Activities Campus-wide Event | Steps 1 thru 5 | Student Activities Managing Director, Student Services and Activities Vice President, President's Council, Executive Committee, Board of Trustees |
| <input type="checkbox"/> Campus-wide (Devotionals, Forums, etc.) | Steps 1 thru 5 | President's Council, Executive Committee, Board of Trustees |

1: General Information (To be completed by the individual making the recommendation. Do not make any contact with the speaker.)

Requested Speaker:	Address:	
Church Member: Yes ___ No ___	Church Position and Background:	
Ward:	Stake:	
Bishop's Name:	Stake President's Name:	
Professional Experience and/or Pertinent Biographical Data: (Attach additional information if needed)		Suggested Topic:
Name of individual who has heard this person speak:	Speaking Ability: Very impressive ___ Impressive ___ Average ___	
Submitted by:	Phone:	Department/Area:
Signature:		Date:

2: Approval by Academic / Administrative Area

Justifications /Concerns:	Justifications /Concerns:
Authorized Signature: Department Chair	Authorized Signature: Vice President, Dean, or Director

3: Approval by Appropriate Vice President (if required)

Vice President Signature:	Date:
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4: Ecclesiastical Clearance by University Relations (Required for Campus-wide Event)

Current Church Position:		
Clearance: Yes ___ No ___	Signature:	Date:

5: President's Council / Executive Committee / Board of Trustees Approval (if required)

President's Council	Denied Date:	Approval Date:
Executive Committee	Denied Date:	Approval Date:
Board of Trustees	Denied Date:	Approval Date: