



# Student Organization – Speaker Request Form

Complete this form to host speakers (unaffiliated with WCJC) for events, programs, or presentations. If your speaker is employed by WCJC, you do not need to approval through this form.

## General Information

Organization	Contact Name
Event Name	Contact Phone Number
Event Date	Contact Email
Event Location (campus)	Estimated Attendance at Event

## Description of Event

## Off Campus Speaker Information

Name	Organization
Contact Number	Contact Email
Reason for bringing in speaker	

## Signatures:

Faculty / Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair:  
(for faculty club advisors) \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor:  
(for non-faculty club advisors) \_\_\_\_\_ Date: \_\_\_\_\_

**You must turn this form in to the Dean of Students' Office for final approval at least 10 business days prior to the event.**

## Approval:

Dean of Students \_\_\_\_\_ Date: \_\_\_\_\_