

OUTSIDE SPEAKER REQUEST FORM

1. Name of Speaker _____
2. Occupation or Position _____
3. Agency, company, or foreign country represented _____
4. Subject of speech or purpose of visit _____

5. Class or classes for whom speaker is invited _____

6. Room Number(s) _____
7. Date and time for which speaker is being invited _____
8. Will any audio-visual equipment be required? _____ If so, please specify _____

NOTE: A demonstrator or speaker is not to use a club, class, or any group to advertise a product or to distribute promotional materials to students. The building principal must approve any exceptions to this directive.

Teacher or Sponsor

Student Responsible for Program

Date of Request _____

APPROVAL: YES or NO

Principal

Date _____