



Speaker Request Form

Please submit this form along with the Event Request Form to the Director of Student Activities (Student Center-Room 205) or email them to studentactivities@lamarpa.edu at least **4 weeks** before the event.

NOTE: Facility-related forms (Rental Agreement Form and Supplemental Form) must be submitted separately to the Business Manager/Event Coordinator. All forms are available on the Student Organization webpage.

Name of sponsoring organization:

Full Name of proposed speaker:

Topic of proposed address:

Biographical information of proposed speaker:

Proposed Program:

Date:

Time:

Location:

Requester:
(Full Name) _

Requester Phone #:

Requester Email:

Signature

Date

FOR OFFICE USE ONLY

Director of Student Activities
(Full Name)

Signature

Date

☐ Approved

☐ Not Approved

Dean of Student Services

Signature

Date

☐ Approved

☐ Not Approved

(Full Name)