Worcester Polytechnic Institute

You are receiving this form because you are requesting to host an external speaker. Please fill out the form completely and return it to the authorized approver of your organization/department.

Date of Request (Today's Date)

Event Details

Event Title

25Live Ref. #
if available

Primary Date(s) Requested

Alternate Date(s) Requested

Event Start Time

Event End Time

Preferred Location

Alternate Location

Number of attendees

Will this event occur in a series?
○ NO
○ YES:

Is it directly connected to another event on campus?
○ NO
○ YES

Contact Information

Sponsoring Org./Dept.

Co-Sponsoring Org./Dept.

Primary Planning Contact:

Email

Phone

Proposed External Speaker

Name

Organization Association

Provide a brief description of the content of your event involving external speaker

Description of Speaker/Bio

Copy of Speaker's C/V or Resume:

Approval:

X _____ (Signature) _____ (Print Name)

Email: _____   Phone:_____

*If the External Speaker checklist is approved, you **must** complete an Acknowledgement and Release Form for the approved speaker <u>here</u> before they enter WPI Campus.