

## PRESENTATION REQUEST FORM

1. To request a presentation for your class, student organization, or other event, please fill out the form below and email to [rlambey@shsu.edu](mailto:rlambey@shsu.edu).
2. Please allow two (2) weeks advance notice for presentation requests.
3. Once your request has been received you will be contacted by the Mentoring and Academic Support Office to confirm your request.
4. Requester must be present.

CONTACT'S NAME	CONTACT'S TITLE	
DEPARTMENT/ORGANIZATION	CONTACT'S EMAIL	CONTACT'S PHONE #

Is this for a class/department?     Yes     No

If yes, fill in the following:

Course Name & Section	Date & Day of Presentation	Time of Presentation	# of Attendees	Location	Room #	Duration (minutes)
						<input type="checkbox"/> 15 <input type="checkbox"/> 30

Is this for an organization?     Yes     No

If yes, fill in the following:

Name of Organization	Date & Day of Presentation	Time of Presentation	# of Attendees	Location	Room #	Duration (minutes)
						<input type="checkbox"/> 15 <input type="checkbox"/> 30

Please check the type of presentation you are requesting:

Academic Support Programs       Overview of Campus Resources