

# Sam Houston State University

## Off Campus Speaker Request Form



GENERAL INFORMATION	
Organization	Contact Name
Event Name	Contact Phone Number
Event Date	Contact Email
Estimated Attendance for Event	

DESCRIPTION OF EVENT

OFF CAMPUS SPEAKER INFORMATION	
Name	Organization
Contact Number	Contact Email
Reason for bringing in speaker	

**By signing this form, you are stating that your organization has read, understands, and agrees to comply with Sam Houston State University's Risk Management Policies. (Sororities/Fraternities must also comply with their National/International Risk Management Policies).**

\_\_\_\_\_  
Printed Name - Vice President or Dean of Students      Signature - Vice President or Dean of Students      \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name - Advisor      Signature - Advisor      \_\_\_\_\_  
Date

**You must turn this form in to Dean of Students' Office at least fourteen (14) business days prior to the event.**

FOR OFFICE USE ONLY (DATE REQUEST SUBMITTED):	
Facilities Approval	Date Approved
Risk management Approval	Date Approved
University Police Department Approval	Date Approved
Dean of Students' Office Approval	Date Approved
Vice President of Student Affairs Approval	Date Approved



## **Division of Student Affairs**

### **Off Campus Speaker Request**

The following is an excerpt from the Division of Student Affairs Student Guidelines:

“A request to invite an outside speaker will be considered by the component only when made by a recognized student, faculty, or staff organization.

No invitation shall be issued to an outside speaker without prior written concurrence of the Vice President of Student Affairs or Dean of Students for scheduling of speaker dates and assignment of campus facilities.

Any speaker request shall be made in writing to the Vice President of Student Affairs or Dean of Students by an officer of a recognized student, faculty, or staff organization, or by an administrative officer of the component, desiring to sponsor the proposed speaker no later than fourteen (14) business days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; and the topic of speech. Any request not acted upon by the Vice President of Student Affairs or Dean of Students within five (5) business days after submission shall be deemed granted.”

Please complete the following form and submit in person to the Dean of Students' Office, located in LSC 215 (with the applicable facilities reservation request). **Please attach the biographies of each speaker.**

#### **Contact Information:**

Dean of Students' Office  
Sam Houston State University  
Box 2508  
Huntsville, TX. 77341  
936-294-1785  
doso@shsu.edu