Office of the President

GUEST SPEAKER FORM

All student organizations, administrators and instructional departments, who wish to invite a guest speaker(s) to campus, are requested to complete the form below. Although initial contact with the speaker to ascertain his/her availability and reserving campus space for the event through the appropriate office (Housing and Auxiliary Services, Chapel, School of Christian Vocation and Mission) is advised, a speaker will be considered tentative until an invitation is issued by the President.

Upon completion of the form, please return it to the President's Office as soon as possible to give courteous notice to you guest speaker. If you have any questions, you may contact the President’s Office at 497-7800 or president@ptsem.edu.

SPEAKER'S TITLE, FULL NAME AND ADDRESS:
___________________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

SPEAKER'S AFFILIATION: __________________________________________________________________________

TOPIC: ______________________________________________________________________________________

DATE: ________________________________ TIME: ________________________________

PLACE: ______________________________________________________________________________________

ARRANGEMENTS:

Honorarium _______ Travel _______ Hospitality _______

Paid by ______________________________________________________________________________________

SPONSORING GROUP: __________________________________________________________________________

CONTACT PERSON (Name, Telephone Number, and SBN if student):
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________