Campus groups, e.g. student organizations, who wish to invite guest speakers to campus, are required to complete the form below. Although initial contact can be made with the speaker to ascertain his/her availability and a location for the event can be reserved through the appropriate office (Housing and Auxiliary Services, Chapel, School of Christian Vocation and Mission), a speaker must be considered tentative until an invitation is issued by the President.

Please fill in the form with required information and submit it to the Director of Student Relations in the Office of Student Life for approval before sending it to the President's Office at least one month prior to the date a guest speaker is scheduled to be here. Forms are available in the Offices of the President and the Dean of Student Life. If you have any questions, you are asked to contact Donna Potts in the President’s Office at 497-7802 or donna.potts@ptsem.edu. For your convenience, this form is available on the website through the student portal.

Please attached a short bio of the guest speaker.

SPEAKER'S TITLE, FULL NAME AND ADDRESS:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Email Address

SPEAKER'S AFFILIATION: ________________________________________________________________

TOPIC: ________________________________________________________________

DATE: ____________________________ TIME: ________________________________

PLACE: ________________________________________________________________

ARRANGEMENTS:

Honorarium ________________ Travel ________________ Hospitality ________________

Paid by: ________________________________________________________________

SPONSORING GROUP: ________________________________________________________

CONTACT PERSON (Name, Telephone Number, and SBN):

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Approved: ____________________________ Approved: ____________________________

Office of Student Relations Office of the President