

**Speaker Approval Request for Student Life Activities
COVER SHEET**

Student Life Department:

Date:

Event Title:

Before submitting a request, please read the "Speakers at Brigham Young University Policy" found at the website: *policy.byu.edu*

In a separate attachment, please provide the following information to initiate your speaker request:

1. Department: area of Student Life, name of main contact person, phone, e-mail
2. Purpose: overall objectives of the activity
3. Rationale: why this particular speaker is being requested
4. Biography: a brief bio for the proposed speaker including information to demonstrate qualifications, suitability for speaking to proposed audience, and whether the proposed speaker is based on or off campus.
5. Description: nature of activity, planning and organization of event, anticipated arrangements
6. Targeted Group: intended audience and how you plan to promote participation
7. Proposed Date(s), Location, Time: preferred campus venue and time frame

A brief summary/outline typically contains sufficient detail to conduct a review of the proposed speaker policy considerations and make an informed and timely decision by the Dean of Students Office and other departments that may be consulted in the process. The request should demonstrate that the activity has been well conceived, the speaker is appropriate for campus, and has the necessary support from the sponsoring department.

Department Approval/Signatures

If approved, the following signatures indicate the Student Life department's general support for the activity, oversight for the implementation of and accountability for the activity, and compliance with all related university policies and guidelines.

Student Leader:

Name:

Phone/email:

Signature:

Advisor/Supervisor:

Name:

Phone/email:

Signature:

Area Director:

Name:

Signature:

**To ask questions, submit the cover sheet/requested information, or track a request:
Dean of Students Office, 3500 WSC, 422-4668, Fax: 422-0643.**

Office Use Only

Date submitted:

Comments:

Signed: _____ Date: _____
Dean of Students or Student Life representative

- Approved
- Not Approved
- Referred to: _____
- Department notified of decision