

Request for Off-Campus Speaker

The request to present an off-campus speaker must be made to the Associate Dean of Students or designee 30 days prior to the scheduled event. Only registered student organizations, faculty or staff organizations present off-campus speakers at UTSA as approved by the Associate Dean of Students or designee.

Step 1. General Information

Today's Date:	
Name of Organization:	
Name of Person Completing this form:	
Telephone # of Person Completing this form:	
E-mail address	

Step 2. Event Dates

Room Confirmation Number:	
Date of Event/Meeting:	
Start Time of Event/Meeting:	
Location of Event/Meeting:	
Expected Attendance for the Speaking Engagement:	

Step 3. Off-Campus Speaker Information

Name of Off-Campus Speaker:	
Telephone Number of Off-Campus Speaker:	
Email Address of Off-Campus Speaker and Website address:	
Title or Purpose of the Speaking Engagement:	

Step 4. Attachments

Attach a copy of the Off-Campus Speakers Resume, Vita, Short Paragraph, website of the speaker:	See Attached
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Step 5. Fees and Source of Funds

Off-Campus Speaker Fee:	\$
Source of funds:	

Step 6. Signatures and Dates

Organization's Representative Name	Print:	
	Signature:	Date:
Organization's Advisors Name (Attach letter of acknowledgement)	Print:	
	Signature:	Date:
Associate Dean of Student's/Designee Signature	Print:	
	Signature:	Date:

Office use only
Copy to:
<input type="checkbox"/> UC File
<input type="checkbox"/> Student Organization
<input type="checkbox"/> Organization Advisor
<input type="checkbox"/> UTSA Police
<input type="checkbox"/> Student Activities
<input type="checkbox"/> Other

Do not submit form until room reservation has been confirmed.