

Request for Vice President for Student Life and Dean of Students, John Stein, to Speak to Your Organization or Event

Return Completed Form ONE WEEK (5 business days) Before the Event

Send to Julia Whitfield (julia.whitfield@studentlife.gatech.edu).

EVENT NAME:

DATE & TIME:

LOCATION:

INVITED GUESTS AND/OR GROUPS (ex: students, faculty, staff, alumni):

SIZE & COMPOSITION OF AUDIENCE:

LENGTH OF REMARKS:

A/V EQUIPMENT REQUIRED FOR PRESENTATION:
(Projector, Screen, laptop)

TALKING POINTS FOR REMARKS: *(Are there specific points you would like speaker to cover? In bulleted format)*

OBJECTIVE & BRIEF BACKGROUND OF EVENT:

EVENT TIMELINE: *(in Agenda/Program format)*

ADDITIONAL INFORMATION: *(if applicable)*

SUBMITTED BY:

PHONE NUMBERS:

E-MAIL ADDRESS: