

Division of Student Life Speaker/Performer Prior Approval Form

Procedure for Inviting Non-University Affiliated Speakers to Campus

Prior to a Division of Student Life Department inviting or agreeing to co-sponsor the invitation of a non-university affiliated speaker to campus, it is important for the Director of the hosting/ co-sponsoring department to notify and receive concurrence from his or her Dean. The Dean will determine if the Vice President for Student Life should be consulted. At a minimum, the information below shall be submitted before a formal invitation is made and/or contract process begins. Also, please note that additional steps are required in the event a speaker who holds public office or is campaigning for public office (or is speaking on behalf of someone who is campaigning for public office) is being considered. This information can be found at the following website:

http://www.baylor.edu/student_policies/index.php?id=32253

SPEAKER/PERFORMER INFORMATION

Name of speaker:

Qualifications and background of speaker (if possible, append supporting material such as resume, biography, feedback from recent speaking engagements, etc.):

Title/Subject of the speech/presentation/performance:

Outline of the speech/presentation/performance (provide a brief bullet point or outline summary of key relevant details such as for example: learning objectives, main thesis, key talking points to cover, format, etc. What you put here should provide an overview of what the speaker/performer would need to deliver for them to have fulfilled their contract):

Costs related to speaker/performer and funding sources (please list the total cost as well as any relevant itemized costs (list fee, travel, lodging, etc.):

Any special considerations about hosting the speaker on the Baylor campus? (Identify areas of mission fit and/or potential areas of concern with mission fit. Be sure to consider not only the speech/presentation/performance they would bring to Baylor, but their whole resume/portfolio):

Are you aware of any unusual situations which have arisen in the past related to this speaker/performer's speech or conduct at other higher education institutions, public events, or other areas (examples might include public protests, cancellations, or arrests)? Or have there been any past controversies to be aware of relating to this speaker/ performer, such as controversial social media posts or presence?

EVENT INFORMATION

Suggested date and time:

Suggested location:

Intended audience (include anticipated attendance):

Co-sponsor(s) (include all entities involved in the event):

Other activities speaker/performer will engage in while at Baylor:

DEPARTMENTAL INFORMATION

Sponsoring Department/Organization:

Contact Person Name:

REVIEWED AND APPROVED BY:

Director

Date

Dean

Date

COMMENTS: