

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1400.A**

**Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group**

*Potential Guest Speakers (as defined in SCP-1400) are not to be contacted until official approval has been received. Any Guest Speaker request must be made to the immediate supervisor or appropriate organization advisor seven (7) days prior to the date of the proposed speaking engagement, performance, or lecture. Upon completion of this form, please submit it to the appropriate supervisor or organization advisor.*

**Section 1. General Information** *(To be completed by the individual/group making the request.)*

Name of Sponsoring Individual or Organization, if any:	
Name of Person Completing this Form:	
Your Contact Information (Phone Number and E-mail):	

**Section 2. Guest Speaker Information**

Full Name of Guest Speaker:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Guest Speaker's Corporate Affiliation, if any:	

**Section 3. Event Information**

Proposed Date(s) of Event/Class/Meeting:	
Proposed Time(s) of Event/Class/Meeting:	
Proposed Location of Event/Class/Meeting:	
Expected Attendance for Event/Class/Meeting:	
Title/Topic/Performance being Presented:	

**Section 4. Signature and Date**

Individual or Organization's Representative Signature:	Date:
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**Section 5. Signature of Supervisor, Appropriate Vice President, and Date**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Supervisor or Organization Advisor's Signature: <i>If denied, state the reason for denial (use additional sheet if necessary):</i>	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Vice President's Signature: <i>If denied, state the reason for denial (use additional sheet if necessary):</i>	Date:

<b>OFFICE USE ONLY</b>
Copy to:
<input type="checkbox"/> Individual or Organization's Representative <input type="checkbox"/> Appropriate Director of Campus Operations <input type="checkbox"/> President's Office