



CHC, Center of Excellence
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Request a Speaker

Date of Request:

Name of Requestor:

Address:

City:

State:

Zip:

Phone:

Email:

Speaker Requested:

Name of Event:

Date of Event:

Location of Event:

Purpose of Event:

Sponsors(s):

Topics to be Covered:

How long will you request the speaker to present?

Will you provide audio/visual equipment?

Will the speaker be compensated for travel/
accommodations (if required)?

Additional Information:

Sign-In Sheets and Event Summary **MUST** be completed and returned within 5 business days to
Hettie Vaughn Fx (251) 471-7721 or hpvaughn@usouthal.edu.