

**Guest Speaker Request Form  
Classroom or School-Sponsored Activity**

Teacher/Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Class/Activity: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Speaker: \_\_\_\_\_

Speaker Affiliation: \_\_\_\_\_

Purpose and Message of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_