

PHI KAPPA PHI

SPEAKER REQUEST FORM

Please complete this form and email to the Society executive director at execdirector@phikappaphi.org. This request must be submitted 90 days prior to your event. Please note there is no fee associated with hosting a Society representative at a speaking engagement, however, chapter assistance with expenses is welcome. The national office will attempt to accommodate all requests, but cannot guarantee each request will be granted.

CHAPTER INFORMATION

CHAPTER _____ PRIMARY CONTACT _____
 PHONE _____ OFFICE _____ CELL _____ EMAIL _____

DATE OF MOST RECENT CHAPTER EVENT WITH A REPRESENTATIVE FROM BOARD OF DIRECTORS OR NATIONAL OFFICE AS A SPEAKER _____
 (Chapters may host a national speaker no more than once a biennium.)

EVENT INFORMATION

TYPE OF EVENT (installation, initiation, etc.) _____

DOES THIS EVENT COMMEMORATE A CHAPTER ANNIVERSARY? Yes No IF YES, DETAILS: _____

DATE OF EVENT _____ TIME OF EVENT _____

LOCATION _____ CITY _____ STATE _____ ZIP _____ BUILDING OR ROOM _____

EXPECTED AUDIENCE SIZE _____ DRESS CODE (Is academic regalia required for speaker?) _____

WILL MEDIA ATTEND EVENT? Yes No WILL EVENT BE TAPED? Yes No WILL A RECEPTION FOLLOW EVENT? Yes No

IF YES, PLEASE INCLUDE RECEPTION DETAILS: _____

SPEAKER INFORMATION

REQUESTED SPEAKER (If a preferred speaker is desired.) _____

PRESENTATION FORMAT (keynote, welcome, panel discussion) _____

SPEAKER START TIME _____ LENGTH OF REMARKS _____ Q&A INCLUDED? Yes No

AVAILABLE EQUIPMENT (Check all that apply.) Lavalier or lapel microphone Podium LCD Projector Computer with Presentation Software

SPEAKER BIO NEEDED? Yes No SPEAKER PHOTO NEEDED? Yes No

LOGISTICS

NEAREST AIRPORT _____ AIRPORT DISTANCE FROM CAMPUS _____

RECOMMENDED LODGING ACCOMMODATIONS _____

LODGING DISTANCE FROM CAMPUS _____

ADDITIONAL NOTES TO CLARIFY REQUEST