

Request for Speaker

Hampton University Speakers Bureau

Office of University Relations

Hampton, VA 23668

publications@hamptonu.edu

757-727-5253

fax-757-728-6941

I request the following speaker and topic for the following engagement:

Speaker: _____

Topic: _____

2nd choice speaker: _____

Topic: _____

3rd choice speaker: _____

Topic: _____

Date of engagement: _____ Time: _____

Name of sponsoring organization: _____

Length of talk: _____

Meeting Place: _____

Address: _____

Expected attendance: _____

Contact person:

Name: _____

Address: _____

Daytime telephone number: _____

Please send form back promptly (at least three weeks in advance of engagement). Thank you for your interest.