



## CVM Speaker/Event Approval Form

Speaker requests are coordinated through the Dean's Office. Those seeking speakers are asked to submit requests at least four weeks prior to scheduled event. Upon receiving completed forms, a Dean's Office representative will confirm receipt and reply with next steps. Please allow 5-7 business days for approval.

**No advertising is allowed until the event is approved**

### Contact Information

Name	Email
Club/Company	
Faculty Advisor Name	Email

### Presenter/Event Information

Date & Time of Event
Location
Describe the Presentation/Event
Name of Presenter(s) and/or Sponsor
Presenter(s) and/or Sponsor Organization
Intended Audience/Participants (e.g. DVM students, AABP members, all CVM, etc.)

Signature: \_\_\_\_\_ Approved/Denied \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Associate Dean for Academic Programs and Student Affairs*

After Dean's Office Approval **STUDENTS MUST**

- Reserve a room with the Dean's Office \_\_\_\_\_ /
- If event is after hours, check out computer key with Business Office the day prior to the event
- Request a [parking permit](#) from Parking Services: \$5 for a day pass