



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:
Faculty advisor is aware of presenter and content and approves: Checkmark indicates "Yes" <input type="checkbox"/>	Faculty Advisor Signature:
Presenter/Event Information	
Date & Time of Event	
Location	
Describe the Presentation/Event precisely, including the specific activities and goals of the 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