



## SPEAKERS

- Speakers invited to the campus for any purpose, including speaking engagements at closed meetings or events open exclusively to an organization's membership, by any person or group of persons should be selected on the basis of their contribution to the overall education purpose of the University.
- Baylor has no obligation to provide a forum on its campus for speakers invited by student organizations. Particular concern should be taken that the University not be politicized.
- Speakers whose purposes and methods are contrary to the purposes and methods of Baylor University should not be invited.
- The use of profanity will not be tolerated.
- It is recognized that there will be no question as to the acceptability of most the speakers who come to the University each year, but in questionable cases those planning to invite a speaker will consult with the Vice President for Student Life or his/her designate, who shall be the final judge of such matters. The responsibility for proper clearance shall be upon the inviting student or students, and disregard of such responsibility will be grounds for University disciplinary action.

An organization must submit the Online Event Registration form to the Department of Student Activities to have the activity approved. Include in the notes box that a Speaker Approval Request form will also be submitted for approval. (Please remember that the event may not be approved until the Speaker Approval Request form and accompanying rider has been approved).



# STUDENT ORGANIZATION SPEAKER APPROVAL REQUEST FORM



## A. ORGANIZATION INFORMATION

Name of organization \_\_\_\_\_

Organization contact \_\_\_\_\_ Phone \_\_\_\_\_

Local mailing address \_\_\_\_\_  
City, State, Zip

Organization advisor approval/signature \_\_\_\_\_  
Date

*\*Note to Advisors: Please do **not** approve speakers if the corresponding event has not been submitted for approval via the Online Event Registration Form ([www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)).*

## B. SPEAKER INFORMATION

Speaker Name \_\_\_\_\_

Speaker will address an audience on \_\_\_\_\_  
(date)

Speaker will be featured at the \_\_\_\_\_  
(event title, event location)

Will the organization indicated above be required to sign a contract\* to secure the speaker?  
☐ Yes ☐ No

*\*All contracts for speakers must be reviewed by the Office for General Counsel (for events open to all students and/or the general public).*

### NOTES:

1. A brief biography of the proposed speaker must be attached to this form.
2. Events utilizing speakers must first be approved through the Online Event Registration process **before** speakers will be considered and/or approved.
3. Requests for publicity approvals and use of facilities must be made separately from this application.

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## APPROVALS (For official use only)

### ☐ DEPARTMENT OF STUDENT ACTIVITIES

APPROVAL: APPROVED/RECOMMENDED/DENIED BY: \_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ☐ DEAN FOR STUDENT DEVELOPMENT

APPROVAL: APPROVED/DENIED BY: \_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

