

Guest Speaker Request Form



PennState
Donald P. Bellisario
College of Communications

Name of Faculty Host _____ Email Address _____

Name of Speaker(s) and Title(s) _____

Speaker(s) Email _____

Speaker(s) Cell Phone _____ Speaker(s) City _____

Visiting Date(s) _____

Purpose of Visit _____

Budget Administrator Name _____ Approval Yes No

Budget to be charged _____

* Hearst funds require approval of Department Head

** Other funding sources require approval of Department Head/Budget Administrator

Honorarium Yes No Amount _____ *Processed when guest arrives on campus

If presenting a Lecture: Date _____ Time _____ Location _____

Do you need IT assistance for Lecture? Yes No

If Yes, please specify needs:

Would you like the lecture to be live streamed by CommAgency? Yes No

Travel Arrangements for Speaker(s)

***If no travel arrangements are needed due to COVID-19, leave section blank.

Are Hotel reservations needed? Yes No Hotel Preference(s) _____

Dates _____ Number of Nights _____

Speaker's type of transportation to campus _____

Flight Reservation Needed Yes No

If Yes, travel window: _

Submit this form via email to BellisarioEvents@psu.edu

Event Coordinator will contact you for additional details.