

Request for Speaker

Frostburg State University Speakers Bureau
c/o News and Media Services
101 Braddock Road
Frostburg, MD 21532
news@frostburg.edu



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: _____

Signed: _____

Position in sponsoring organization: _____

Please send form back promptly (at least three weeks in advance of engagement). When considering dates, keep in mind that it is sometimes difficult to schedule faculty members during the summer months, January intersession and during spring break, usually the third week of March.

Thank you for your interest.