

English Department Request for Guest Speaker

Please complete and submit this form to the English Department at engdept@sfsu.edu so that we can make arrangements before your guest speaker arrives.

We offer at least a \$50 honorarium,
and we can arrange for a single-day parking permit for your guest.

If your speaker will address matters of interest to other classes or a wider audience, we can try to obtain a larger room and publicize the event if appropriate.

Faculty name: _____

Class and section: _____

Date/time of visit: _____

Speaker's name: _____

Speaker's email address: _____

Speaker's mailing address:

Street: _____

City/State/ZIP: _____

Will the speaker need a one-day parking permit: Yes No

Proposed topic and subject of talk:

Would you like to open this presentation to a wider audience? Yes No

To arrange for your guest's honorarium, some paperwork requiring his or her signature must be submitted. Please be sure to have guest speaker fill out forms before they arrive.

Approval of chair: _____ Date: _____