



## EXTERNAL SPEAKER FORM

Loyola University Chicago School of Law

This form is designed to ensure adequate preparation for an event with an external speaker and to ensure that the event occurs in a manner appropriate to an academic community. The Administration will pay special attention where a speaker or an event might create a safety concern, involve partisan political activity, or where the University might be used as a platform to disparage our Jesuit, Catholic identity or mission.

**This form must be completed no less than thirty (30) days prior to the proposed event.**

Name(s) of the Student Organization(s) hosting proposed event:

Email Address of Student submitting form:

Date, Time, and Location of proposed event:

Name(s) of Proposed External Speaker(s):

Is the Proposed Speaker a candidate for public office?    Yes        No

Organization(s), Institution(s), etc. with which Proposed External Speaker(s) is affiliated:

Please provide a description of the Topic(s) the Proposed External Speaker(s) plans to discuss:

Proposed audience for the event (Law students only, Specific Organization, General Public, etc.):

Student Signature: \_\_\_\_\_ Date:

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this completed form to Anita Maddali,  
Assistant Dean for Student Affairs**