



HAA SPEAKERS BUREAU REQUEST FORM 2018-19

Purpose: This request form enables the HAA to recruit a faculty speaker for your Club/SIG.
 For a list of speakers, go to: <https://alumni.harvard.edu/community/clubs-sigs/programs#HAASB>.

Deadlines: **Fall 2018** speakers: Form is due by **October 12, 2018**
Spring 2019 speakers: Form is due by **December 14, 2018**

HOST CLUB/SIG NAME: _____

EVENT COORDINATOR NAME: _____ Request submission date: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax: _____

By checking this box, you certify that the Club/SIG has reviewed the HAA Speakers Bureau Guidelines.

SPEAKER: Based on the Speakers Bureau catalogue and website, the Club/SIG requests the following speakers, in order of preference:

<u>Speaker Name</u>	<u>Preferred Topic/Title</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

PREFERRED EVENT DATES:

Fall 2018 Exact date(s): _____
Month(s)/Day(s) of week: _____

Spring 2019 Exact date(s): _____
Month(s)/Day(s) of week: _____

EVENT FORMAT:

Breakfast ____ Luncheon ____ Reception ____ Dinner ____ Annual Dinner ____
Other _____

EXPECTED ATTENDANCE (a minimum of 40 Harvard alumni and guests is required): _____

Please return this completed form to the HAA Clubs and SIGs office by email to clubs@harvard.edu or fax to 617-495-0434 by the deadlines above. Please note that no request should be taken as official until confirmed.