

HAA SPEAKERS BUREAU

Request Form 2018–19

HARVARD
ALUMNI ASSOCIATION



Purpose

This request form enables the HAA to recruit a faculty speaker for your Club/SIG.

For a list of speakers, go to: 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.

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

Speaker Name

Preferred Topic/Title

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.