Morris College
Sumter South Carolina

Authorization to Invite a Guest Speaker or Musical Group to Make a Campus Academic Presentation

Please check one:   _______ Academic Presentation    _______ Non-Academic Presentation

Morris College maintains a policy whereby all persons who are to be invited to the campus as guest speakers or as musical groups must first have been approved by the President. Program directors, organization sponsors, and classroom professors/instructor should not inquire regarding the availability of a prospective guest speaker or musical group without first having obtained Presidential approval of the prospective speaker or group. If you direct a program, sponsor a student organization or teach a class with responsibility for extending such an invitation, complete one copy of this form and submit it to your immediate supervisor at least five working days prior to the date that you plan to extend the invitation. The form will then be forwarded to your approval, and once the form has been returned to you with the President’s approval signature, you may then extend the invitation.

Name of Director/Sponsor/Professor/Instructor: ____________________________________________

Name of Proposed Speaker/Musical Group: ________________________________________________

If invitation is to a speaker, presentation will be to: (Check one)

______ a class in (course title)

______ an assembly sponsored by ____________________________

______ a residence life (hall) group (Residence hall name): ____________________________

______ a student organization (Organization name): ____________________________

Name of Program or Event: ____________________________________________________________

Date/Time of Program or Event: ______________________________________________________

Location of Program or Event: _______________________________________________________

If a speaker is to be invited, indicate title of presentation or subject to be addressed (if know):

________________________________________________________________________________

If a speaker, indicate speaker’s current position and attach a personal resume’ or biographical sketch that illustrates his or her qualifications to present the above topic.

________________________________________________________________________________

If a musical group is to be invited, indicate name of group and type of music to be performed:

________________________________________________________________________________

________________________________________________________________________________

Signature of Requester: ___________________________ Date: __________________________

Approval Signatures

Immediate Supervisor: ___________________________ Date: __________________________

Dean of Student Affairs: ___________________________ Date: __________________________

Academic Dean: ___________________________ Date: __________________________

President: ___________________________ Date: __________________________

cc: Director of Public Relations  Revised 2018