

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

Morris College  
Sumter South Carolina 29150



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 programs, 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: \_\_\_\_\_