**Chapin Speaker/Presenter Request Form**

Please note: Request for speakers should be received by Chapin admin at least 1 week prior to your presentation date. All recurring guest speakers are required to complete the EPISD VIPS online application so they can be permitted to participate in additional visits to the classroom. (<https://www.episd.org/Page/462>)

Speakers are permitted 1 visit per school year without completing the VIPS form.

|  |  |
| --- | --- |
| Campus Contact  |  |
| Position Title |  |
| Contact Email |  |
| Contact Phone |  |
| Secondary Phone |  |

About the Speaker and Organization

|  |  |
| --- | --- |
| Speaker Name |  |
| Speaker Position Title |  |
| Organization Name |  |
| Contact Phone |  |
| Contact Email |  |

Audience Type (Check off audience)

* Students
* Teachers
* Staff
* Community Guests (CIT members, etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Date/Location

|  |  |
| --- | --- |
| Event Date/Time |  |
| Location |  |

About the Event

|  |
| --- |
| Purpose/Topic of the Event: |

|  |  |
| --- | --- |
| Expected Number of Attendees |  |
| Length of Presentation |  |

Requesting Teacher \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_