

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:	
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Expected Number of Attendees	
Length of Presentation	

Requesting Teacher _____ Date _____

Administrative Approval _____ Date _____