



CLASSROOM GUEST SPEAKER FORM

Faculty members who invite a guest speaker to their classroom that is not employed by the Chabot-Las Positas Community College District are required to fill out the following form. This form must be completed and turned into your designated Academic Dean two weeks prior to activity date.

Date Prepared: _____ **Submitted By:** _____

Guest Speaker's Name: _____

Speaker's Official Position: _____

Speaker's Contact Number: _____

Faculty Contact Number/E-mail: _____

Course Name: _____ **CRN:** _____

Date of Visit: _____ **Course Time:** _____

Course Room Number/Location: _____

Discussion Topic: _____

Please checkmark the following items or additional assistance needed:

- Temporary Parking Pass Podium Lectern
- Equipment & Technical Support [*Contact Sherman Lindsey at 424-1652*]
- ADA accommodations needed*: _____

*(requests for accommodations must be submitted 72 hours before the event)

Change of Room/Venue [*Contact Division Senior Administrative Assistant*]**

**Note that a Field Trip Form must also be filled out and attached for class time change of venue.

APPROVAL:

Date received by Division Office: _____

Approval of Dean: _____ Date: _____