



How to Request a Speaker for an Event

1. Notes on Inviting a Speaker or Performer:

- Requests should be submitted as far in advance as possible via the Nest form, which can be found on the sorc.cua.edu page under Event Planning.
- ****Do not Invite a speaker until he/she has been approved.****
- Since each request is considered individually, decisions may take several days.
- A typical request averages a page in length. It is important that the speaker is not invited until the speaker request is approved.

2. A request to invite a performer/speaker should include the following:

- Name of performer(s)/Speaker(s)
 - Colleges and universities tend to house many experts on a variety of subjects. Please consider all the different types of speakers available to your organization and the resources within DC. (Note: CUA Professors do not need to be approved)
- Sponsoring organization
- Reason this performer/speaker is being requested
- Topic the performer/speaker is being requested
 - Your search for speakers should always start with a topic that is of importance, interest and value of your organization, then find a speaker to fit the topic.
- If applicable, information that those who may oppose the invitation would cite as reasons the university should not invite a particular performer/speaker (e.g. if the performer/speaker holds views that do not coincide with Church teaching)
 - It is important to remember that a speaker who may be politically connected or have very specific opinions create some complications when they are invited to speak. Please consider this in your request and outline the reasons why some might oppose.
- The proposed format, venue, time of day, date, and format for the potential appearance.
- Potential costs for the event, to include any speaker's fees, gifts, honoraria, etc.
- Any potential security concerns

