Speaker Clearance Form
Loyola University Chicago School of Law
(Please Print)

1. Name of Sponsoring Organization: __________________________________________________________

2. Speaker’s Name: ________________________________________________________________

3. Date and Time Speaker is to appear: ____________________________________________________

4. Room Location: ______________

5. Speaker’s Present Position and Place of Employment: ______________________________________

6. Title or Subject of Address: __________________________________________________________

7. Is Speaker a Candidate for Public Office? ______
   a. If so, indicate Office: __________________________________________________________

8. Invitations will be extended to (please mark all appropriate categories):
   a. ______ Law School Community
   b. ______ Specific Group (which one): _____________________________________________
   c. ______ Other (please explain): _______________________________________________

9. Note:
   a. Registration is not complete until proper signatures are affixed below.
   b. Notice to administration and student groups of proposed speaker MUST accompany this speaker clearance form for speaker and event to be approved.
   c. Details concerning the scheduled event may not be released for publicity before registration has been completed and approvals have been obtained.
   d. This form must be submitted to Dean Giselle Santibanez-Bania seven (7) days prior to the event.

10. Please obtain the following signatures:

    __________________________________________________________
    Applicant’s Signature                              Date                              Telephone/Email Address

    __________________________________________________________
    Faculty Advisor’s Signature                        Date                              Telephone/Email Address

    Approved by: ____________________________________________

____________________________________________________________

SPEAKER CLEARANCE FORM | updated January 2019