

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: _____