

Instructions on Guest Speaker Arrangements:

Please complete both forms and send to the dean's office for the dean's signature.

- 1. The guest speaker contract
 - 1. Must be signed by the speaker
 - 2. Can be modified according to the speaker's preference.
- 2. White routing sheet
 - 1. Must accompany the contract when sent to the dean for review and signature (hard copy or DocuSign).
 - 2. Dean must sign.