**External Speakers Request Form**

**Requester’s Details**

|  |  |
| --- | --- |
| Name: |  |
| Email: |  |
| Society Position: |  |

**Society Details**

|  |  |
| --- | --- |
| Name of Society |  |
| Email: |  |

**Event Details**

|  |  |
| --- | --- |
| Event name |  |
| Event date |  |
| Duration |  |
| Location (expected or confirmed) |  |

**Expected number of attendees**

10-30

31-90

91-130

130+

**Expected category of attendees**

Society members only

By invitation only

Any St Andrews Staff or Student

General public

**External Speaker Details**

|  |  |
| --- | --- |
| Name: |  |
| Email: |  |
| Phone: |  |
| Current or former affiliations (political, religious etc). |  |

Please provide links to any websites and social media accounts the speaker has:

Why was this speaker chosen to attend your event (minimum 20 words)?

Please state the topic the speaker will be discussing (minimum 20 words)

Has the speaker and/or topic attracted controversy or media attention in the past? If yes please explain why (with relevant links where possible)

Have you any reason to believe that the speaker and/or the topic they will discuss could cause distress, fear, or alarm to the St Andrews community? If yes, please explain why.

I confirm that I will not promote the event until I receive written consent to do so from the Students’ Association