External Guest or Speaker Request Form

This form must be completed in full and be truthful and accurate to the best of your knowledge. Failure to disclose relevant information with regards to the external guest or speakers’ background or inappropriately evaluate the risk of the event and or speaker will result in your application being delayed or rejected.

# **Requester’s Details**

Name:

Email:

Phone:

# **Society Details**

Name of Society:

Email address:

# **External Guest or Speaker Details**

Title: Mr       Mrs       Ms       Miss       Dr       Prof       Other (please name)

First Name:

Last Name:

Email:

Phone:

Company
or Organisation

Guest\Speaker Member Affiliations (e.g. University of East London or Volunteer)

**Please list any known internet sites or accounts held by the External Guest/Speaker (example Facebook twitter accounts, YouTube, websites/pages etc.)**

1. INSERT TEXT e.g. links to event where speaker spoke

2. INSERT TEXT e.g. links to blogs or articles by speaker/guest

3. INSERT TEXT e.g. links to speaking at another university or event

4. INSERT TEXT e.g. social media page of speaker/guest

5. INSERT TEXT

**Has this guest or speaker been granted or refused permission to attend an event at the University of East London or another University or Students’ Union before?**

YES       NO

At UEL: Granted Permission       Refused Permission

At another University or Students’ Union: Granted Permission       Refused Permission

**If the guest or speaker has previously been refused, please state where/when and the reasons given for the refusal**

**Why was this particular guest or speaker chosen to attend at your event?**

# **Event Details**

Name of the event:

Date of the event:

Venue/Location intended for the event: **UEL**       **External Venue**

**Expected category of attendees:** Club or Society Members only       Any UEL Staff or Student       Other University Staff or Students

**Expected number of attendees:** 10 – 30       31 – 90       91 – 130       130 +

**Please state the topic the Guest or Speaker will be talking about:**

### **For office use only**

Submission Date: Click here to enter a date.

Date sent to University: Click here to enter a date.

Online Search Results:

1.

2.

3.

4.

5.

**STUDENT SOCIETIES ADMINISTRATOR NOTES:**

# **UEL Students’ Union Risk Assessment Rating is:**

LOW [ ]  MEDIUM [ ]  HIGH [ ]

# **Measures that may be taken:**

The event can go ahead no additional measures need to be taken [ ]

All publicity will need to be approved [ ]

Further information is required on the topic from the Club or Society [ ]

All attendees will be required to sign in and or show their University ID card [ ]

Closed event - attendees by guest list only NO external guests [ ]

All external attendees must register their attendance at least 24 hours in advance and be signed in [ ]

Security needs to be informed [ ]

Do Student groups or others need to be informed about the event/speaker/guest/topic?
YES [ ]  NO [ ]

Other (Please state)

Venue/location Confirmed [ ]  Where?

Permission Granted by Societies Coordinator YES[ ]  NO [ ]

Referred to CEO and or VP Activities & Development YES [ ]  NO [ ]

Approval given by University of East London YES [ ]  NO [ ]

Approval/Rejected Confirmation Date: Click here to enter a date.

Society Informed Date: Click here to enter a date.

Rejection Notes: