

To request a speaker/presenter from the University at Buffalo Office of Financial Aid, complete this form and submit it to:

Office of Financial Aid
University at Buffalo
232 Capen Hall, Buffalo, NY 14260
Fax: 716-645-6566
Email: UBFA@buffalo.edu

Contact Information

Contact Person (please print): _____
Title: _____
Email: _____ Phone Number: _____
Department/Entity/Group Name Sponsoring Event: _____
Address: _____

Event Information

Name of the Event: _____
Event Location (include building and room number): _____
Purpose/Topic Requested: _____

Event Date: _____ Estimated Attendance: _____
Start Time: _____ End Time: _____
Will Technology Equipment be available (e.g. computer, projector, etc.) to use? Yes No
Additional Information (include specific information you would like the speaker to present or discuss during the presentation): _____

Signature: _____ Date: _____