2017-2018 Speaker Request Form

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

Financial Aid
University at Buffalo
115 A Porter Quad, Buffalo, NY 14261-0051
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: __________________________