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

Financial Aid at 1Capen
University at Buffalo
Capen Hall
Buffalo, NY 14260-0001

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: ________________________________