

Vanderbilt Athletics Speaker Request Form

All speaking engagements involving Vanderbilt staff and student-athletes must first be approved by the Athletics Department, using the form below. Please note that due to scheduling constraints and NCAA and institutional regulations, not all speaking requests will be approved. Please submit the speaker request form to the contact at the bottom of the page. All requests for speakers must be made at least one month in advance of the event.

Coach /Student-Athlete being requested: _____

Requesting Group: _____

Primary Contact: _____

Phone Number: _____ **Email:** _____

Address: _____

Date and Time of Event: _____

Event Location: _____

Purpose of Event: _____

Expected Audience Size: _____ **Will a meal be provided: Y/N**

Is this a fundraiser: Y/N **Will high school age prospective student athletes be present: Y/N**

Beneficiary of funds raised: _____

Note: fundraisers for athletics teams or prospective student-athletes will not be approved.

Preferred Topic of Remarks: _____

Notes/Comments (feel free to also attach any supporting documentation):

Please submit your completed Speaker Request Form to:

Robynn Candish – Administrative Assistant, Marketing and Communications
2601 Jess Neely Drive, Nashville, TN 37212
Fax: 615-343-7064 Email: robynn.a.candish@vanderbilt.edu

Speaker Requests can only be considered following approval from Compliance.

FOR INTERNAL USE ONLY:		
Compliance Approval: Y/N	_____	Date: _____
Sport Administrator: Y/N	_____	Date: _____