**External Speaker/Performer Request Form**

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This form is for all societies who have an external person speaking or performing at their event. It should be returned to the Societies Development Coordinator [su.societies@northampton.ac.uk](mailto:su.societies@northampton.ac.uk) at least **14 days** in advance of the event. Where more than one speaker will be present at an event please complete one form per speaker.

The Students’ Union will use the information provided in this form for the purposes of running an external speaker check for them to attend your event, and this purpose only. To enable the external speaker process we will also get in touch with the external speaker.

The information provided will be retained for seven years to comply with the Prevent Policy.

You can find our Privacy Notice on the Students’ Union website [www.northamptonunion.com](http://www.northamptonunion.com) and can contact [enquiries@northamptonunion.com](mailto:enquiries@northamptonunion.com) concerning the use of this data.

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| --- | --- |
| **Society** |  |
| **Name of organiser \*** |  |
| **Contact telephone number \*** |  |

**Event Details**

|  |  |
| --- | --- |
| **Title of event** |  |
| **Date of event** |  |
| **Venue/Location of event** |  |
| **Expected number of attendees** |  |

**Will this event be …?**

**☐** Member only

**☐** Invitation/ticket only event

**☐** Open to the general public

**About the event -** Please provide a short description of the event in the box below.

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**Speaker Details**

**This should be filled out in full all boxes are Mandatory**

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| --- | --- |
| **Speaker/ Performer’s Full Name** |  |
| **Organisation/Affiliation/**  **Workplace** |  |
| **Contact email (Not generic)** |  |
| **Contact telephone number** |  |

**About the speaker –** This should include the subject they will be speaking about and any other additional information you think we need to be aware of including any knowledge of controversy attracted by the speaker or topic in the past.

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**If they require parking, please fill in the below:**

|  |  |
| --- | --- |
| **Arrival time- leaving time** |  |
| **Vehicle registration number** |  |
| **Make** |  |
| **Model** |  |
| **Colour** |  |

**Is the event and speaker likely to attract media interest? If yes, please describe why.**

**☐** Yes

**☐** No

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| *For Staff Use Only* |
| Internal check | Date: |
| Approved by KR | Y/N |
| Referral to Membership Services Manager required | Y/N |
| Policy agreed by Visitor | Date: |
| Added to Spreadsheet | Date: |
| Notes/comments |  |
|  | | |