



**Bryn Mawr Clubs
of Regional Alumnae**

FACULTY SPEAKER REQUEST FORM

Some guidelines to keep in mind when planning a Faculty Speaker Event:

- Please make your initial request through the Alumnae Association. Once we confirm a faculty speaker, please stay in touch directly with the professor AND copy the Alumnae Association on all correspondence.
- Speaker availability varies depending on prior semester commitments and private schedules. Requests are filled accordingly.
- The Alumnae Association arranges and provides for round trip air travel and overnight hotel accommodations. Club is to pay costs for ground transportation and meals.
- The Alumnae Association will pay for one or two faculty speakers per year depending on the club size.
- Refer to the Club Handbook for event planning tips and checklists.
- Create a timeline for planning the event as well as for creating and mailing an invitation.
- The Alumnae Association would like to receive feedback on your program. We will request a written report after the event and a full list of attendees.

Yes, the Bryn Mawr Club of _____
would like to request a visit from a faculty or staff member

Our Three Choices of Dates Are:

1st choice _____

2nd choice _____

3rd choice _____

Please remember that the Alumnae Association requires at least 12 weeks lead time.

We are Interested in Hosting:

1st choice _____

2nd choice _____

3rd choice _____

4th choice _____

We require four speaker choices.

Please describe what type of event your club would like to host (i.e. event length; single speaker, panel discussion, or symposium; expected attendance; formal or informal event):

When did your club last host a faculty/staff speaker? Name of speaker and topic:

Please contact the following person from our club concerning all speaker arrangements::

Name _____

Address _____

H. Phone _____ W.Phone _____

Email _____

*Please return this form via mail or fax **at least 12 weeks** before your proposed event. If you have any questions, please contact Cynthia Washington in the Alumnae Association office.*

Fax: 610.526.5228

Phone: 610.526.5233

Email: cwashing@brynmawr.edu



Bryn Mawr College

Alumnae Association

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