

Simmons College Speakers Bureau Request Form

Yes, I would like to request a speaker during the academic year for an event

Date and time of event: _____

Location of event: _____

*(Note: Alumnae/i host must send in request within **3 months** prior to event and guarantee an event attendance of more than **10 alumnae/i** in order to secure a speaker.)*

Contact information of Alumnae/i hosting event:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

I am interested in the following speakers:

First choice speaker: _____

Second choice speaker: _____

Please describe what type of event you would like to host (ie: luncheon, cocktail reception, dinner, expected attendance, formal, informal).

Please return this form as soon as possible to:

Julie Candiello, Associate Director for Events

Office of Alumnae/i Relations

Simmons College

300 The Fenway

Boston, MA 02115

tel: 617-521-2330 or 800-246-0573

fax: 617-521-2303

alumnet@simmons.edu

Some guidelines to keep in mind when requesting a speaker:

- Alumnae/i host must send in request within **3 months** prior to event.
- Alumnae/i host must guarantee an event attendance of more than **10 alumnae/i** in order to secure a speaker
- Speaker availability varies depending on prior semester commitments and other related factors. Requests are filled accordingly.
- If you are interested in a specific speaker or topic not listed, please inquire so that we can help.
- Please write or call the Office of Alumnae/i Relations, not the speaker.
- The Office of Alumnae/i Relations would like to receive feedback on your program. We will contact you directly after the event.
- The Office of Alumnae/i Relations provides for round trip transportation and one overnight accommodation in a hotel for speakers.