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*Requests must be presented to the Principal in writing, at least fourteen (14) days prior to the planned starting date. Activities and speakers should be planned in keeping with District Goals and help students better accomplish the learning standards.*

**Staff Member Information**

Name: \_\_\_\_\_

Building/Department: \_\_\_\_\_

**Guest Speaker Information:**

Speaker Name: \_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

**Activity/Event Information:**

Date of Event: \_\_\_\_\_

Time the speaker will arrive and depart: Arrive \_\_\_\_\_ Depart \_\_\_\_\_

Cost of the speaker: \_\_\_\_\_

Location of the speaker: \_\_\_\_\_

Technology Needs: \_\_\_\_\_

Purpose of the activity: \_\_\_\_\_

The students for whom the activity is planned: \_\_\_\_\_

Approximate number of students participating: \_\_\_\_\_

The total number of hours and duration of the speaker: \_\_\_\_\_

How does the speaker's presentation relate to the student learning objectives and course curriculum:

How will students utilize the information provided by the speaker:

How will you evaluate/assess the students' learning associated to the speaker's presentation:

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Superintendent Signature)

\_\_\_\_\_  
(Date)

**Wilmington City Schools**  
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