



Presentation Request Form

- Please complete this form to request a presentation for your department, class, or special event. Submit to lhedlund1@csub.edu. Please note that your request is not confirmed until you receive a confirmation email.
- Submit this form approximately two weeks prior to the preferred date. If requesting multiple presentations (or the same presentation for multiple sessions), please complete a separate form for each request.
- Presentations are typically available weekdays from 8am-7pm.

Name:	Department:
Email:	Phone:

Preferred Date:	Preferred Start Time:
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Approximate Length of Presentation:
Location of Presentation:
Presentation Topic:
Expected # of People in Attendance:

Please list any additional instructions/requests:
