

St. Mary's University

PROPOSED SPEAKER AND DIGNITARY — APPROVAL FORM

Submit this form before contacting or notifying a speaker or dignitary for a St. Mary's event.

REQUESTING ENTITY (School, Center, Department, Organization)

Name: _____ Administrator: _____

PROPOSED SPEAKER OR DIGNITARY

Provide a standard biography with this form, which should include information about the person's life and accomplishments that bear witness to the St. Mary's mission as a Catholic and Marianist University.

Name: _____

Title: _____

EVENT/ACTIVITY*

Name: _____

Date (if by Zoom, please indicate): _____

Theme: _____

Speaker's speech topic: _____

Dignitary's participation and/or speech topic: _____

Is the event on the University's website calendar? **Yes No**

Audiences (internal and/or external and if external, what groups): _____

***IF A NEW EVENT/ACTIVITY, include a rationale (description, purpose, and budget).**

COMPLETE RESEARCH (for proposed speakers, dignitaries and award nominees)

In addition to providing the information requested above, please complete research on the individual and provide documentation of your findings for the following:

- Information that could be considered inconsistent with our Catholic and Marianist identity **Yes No**
- Information that could be evidence of illegal activity **Yes No**
- Information that could cause publicity challenges for the University **Yes No**
If yes, please include in your findings the potential challenge(s):
- Is this person currently campaigning for public office? **Yes No**
- Is this person currently advocating for a public policy that is on an upcoming election ballot? **Yes No**
(If this person is currently campaigning for public office, please review the [Political Campaigns and Political Activities Policy](#) for compliance before submitting this form for approval.)
- Is this person affiliated with or represents related political organizations that are currently involved in active campaigns? **Yes No**
If yes, please include in your findings the organization(s) and the person's affiliation(s).
- Is this person a dignitary? **Yes No**
(A dignitary, as defined in the [Inviting Dignitaries to Campus Policy](#), is any person holding a prominent local, state, national or international high public or non-governmental office. All campus offices, programs and individuals should, in all such instances, provide reasonable notice to the Office of the President before inviting a dignitary to campus, for purposes of coordinating schedules, protocols and logistics.)

Approvals – (Dean, and Provost or Vice President and President):

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____