

### Request for Guest Speaker Arrangements Glasscock Center for Humanities Research

Please complete this form prior to asking our staff to make arrangements of any kind for the guest. Incomplete forms will not be processed.  
Submit completed form to Amanda Dusek as early as possible but **no later than 5 weeks before the event date.** Forms submitted too close to the event leave insufficient time for our office to successfully arrange your guest's visit and may be rejected.

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**Funding**

Is the Glasscock Center the **sole source of funding** for this event?  
YES                  NO

(Arrangements for events not solely funded by the Glasscock Center should be processed through your home department. GCHR will only make arrangements for events solely funded by GCHR.)

Through what program/grant(s) has GCHR committed funds for your event?

**Your info**

Name:    Dept:  
Academic title:    Phone:  
Email address:

**Speaker info**

Name:    Affiliation:  
Phone:    Email address:  
Address:

Is the speaker a:

TAMU System Employee	YES	NO	
State of TX Employee	YES	NO	
US Citizen	YES	NO	Unsure

(GCHR will not make any arrangements for international guests. These arrangements must go through your home department – even if GCHR is the sole source of funding for your event.)

