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# SIUE SPEECH CENTER

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## *CLASSROOM PRESENTATION REQUEST SHEET*

<b>Current Date:</b>	
<b>Instructor / Administrator Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Department:</b>	
<b>Course:</b>	
<b>Type of Presentation:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Speech Center Goals and Resources</li><li><input type="checkbox"/> Elements of Successful Presentations</li><li><input type="checkbox"/> Elements of Effective PowerPoint Presentations</li><li><input type="checkbox"/> Elements of Effective Group Presentations</li><li><input type="checkbox"/> Other Topic(s): _____</li></ul>	
<b>***Requested *****Date(s) &amp; Time(s):</b> <i>1<sup>ST</sup> Choice</i> Date: _____ Time: _____ <i>2<sup>ND</sup> Choice</i> Date: _____ Time: _____	
<b>Requested Length for Presentation:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Standard: (30-45 minutes)</li><li><input type="checkbox"/> Other:</li></ul>	<b>Size of Audience:</b>
<b>Campus Location for Presentation:</b>	
<b>Current Status:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Follow-Up Call Is Necessary From Supervisor to Confirm Request and Date</li><li><input type="checkbox"/> Request and Date Was Confirmed by Supervisor</li></ul>	
<b>Final Status:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Completed Successful Presentation</li><li><input type="checkbox"/> Rescheduled Presentation Date: _____ Time: _____</li><li><input type="checkbox"/> Cancelled Presentation - <i>REASON:</i> _____</li></ul>	

Request Taken By: \_\_\_\_\_