**SUBU Clubs and Societies Guest Speaker Registration**

‘External Attendee’ refers to any non-member of your Society who is not a student or staff member at Bournemouth University or the Students’ Union (SUBU) who is attending your activity to be given a platform to speak to, perform to or who could, in any way, influence your membership.

This form must be submitted with a minimum of **4 weeks’ notice** of the individual or groups first attendance at you Club or Society’s activity. This form must be returned to you, approved, before the external attendee can attend your activities.

Once completed, send the form to suclubs@bournemouth.ac.uk.

**Club Details:**

|  |  |
| --- | --- |
| Club or Society Name |  |
| Email Address |  |

**Event Details:**

|  |  |
| --- | --- |
| Date of Event | *Specify here if this form is to cover attendance for the entire Academic Year* |
| Location: |  |
| Attendees – Is this event open to non-members? If yes, who? |  |
| Attendees – will there be under 18s present? |  |

**Speaker Details:**

|  |  |
| --- | --- |
| External Attendee Full Name |  |
| External Attendee Job Title |  |
| Contact email |  |
| Contact phone number |  |
| Which organisation are they representing |  |
| Social Media Links | *I.e. LinkedIn, Twitter, organisational website* |
| Purpose of their visit – to speak, perform etc |  |
| Where possible, provide a breakdown of the event agenda, topic list and/or setlist |  |

**Approval – Staff use only**

|  |  |
| --- | --- |
| Comment |  |
| Signature of approval (PDF Dynamic Stamp only) |  |