

# ESSEX COUNTY SCHOOLS OF TECHNOLOGY



## GUEST SPEAKER/PRESENTER APPROVAL FORM (Updated 8-21-2023)

The Building Principal is responsible for approving all guest speakers/presenters prior to their visit. If you plan to invite a guest speaker/presenter, **please fill out this form and the parking pass (pg. 2) completely** and submit to your Building Principal for approval. Indicate if there are multiple presentations and times during the visit. Presentations should not interfere with student lunch periods. **Please Note: Incomplete forms will be returned.** There are changes to this form and additional steps are required after approval from the Building Principal.

<b>Staff Member:</b>	<b>Guest's Name:</b>
<b>Staff Cell #:</b>	<b>Organization/Affiliation:</b>
<b>Date of Presentation(s):</b>	<b>Guest's Phone/Cell Number:</b>
<b>Start/End Time:</b>	<b>Guest's Email:</b>
<b>Number of Students Participating:</b>	<b>Announcement Time for Participant Arrival (if necessary):</b>
<b>Additional Staff Attending: (list):</b>	<b>Guest Arrival Time:</b> (Set up to begin prior to start time)
<b>Location:</b>	<b>Course/CTE program:</b>
<b>Secondary Location:</b>	

**Presentation Description:**

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**Connection to Instructional Goals/Standards:**

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**Equipment Needs: (Indicate Y/N and #)**  
**Tables:** Y  N  # \_\_\_\_\_ **Chairs:** Y  N  # \_\_\_\_\_ **Extension Cord(s):** Y  N  # \_\_\_\_\_  
**Podium(s):** Y  N  # \_\_\_\_\_ **Other:** \_\_\_\_\_

**Technology Needs: (Indicate Y/N)**  
**Internet access:** Y  N  **Projector:** Y  N  **Microphone(s):** Y  N  # \_\_\_\_\_  
**Other:** \_\_\_\_\_

As the sponsoring staff member, I have informed the guest speaker that they must enter at the Building Security Checkpoint and receive a visitor's pass on the day of the presentation.  
 As the sponsoring staff member, I have informed my guest where they can park, if necessary.

<b>Principal's Signature:</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
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**Sponsoring Staff Member responsibilities After Principal's Approval: (Check box when completed)**

Create and send an Outlook Calendar Invitation: attach this approved form and the completed parking pass. Invite School Administrators, Principal's Secretary, Supervisors and/or Directors, School Based IT (if applicable), and Director of Security ([grispoli@essextech.org](mailto:grispoli@essextech.org)).

Follow up several days prior to the presentation with the Guest Speaker/Presenter to confirm prompt arrival and directions, confirm with Main Office for any potential scheduling conflicts, Building Based Security to remind them of your guests arrival and any others to whom you indicated a need from on this form.

Email the completed Parking Pass to the Guest Speaker/Presenter.

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## PARKING PERMIT

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Guest Speaker/Presenter Name: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_-cell \_\_\_\_\_

**Call staff member when you arrive.**

*All guests must report to the School Security Checkpoint for entry into building.*

*Not responsible for theft or damage to vehicle or its contents.*

*Please display permit on dashboard*



Insert School Name and Address