

External Speaker Request Form

In line with the [External Speaker Approval Procedure](#)

This form must be completed at least **10 days prior** to your event taking place. Bookings outside of this period may not be authorised. The Students' Union reserves the right to cancel your event if your guest speaker has not been authorised.

All forms must be submitted on the guest speaker app under committee resources. Additionally, **you MUST submit a risk assessment for the event.**

Name of club/society	
Full name of signatory	
Club/society email	
Title of event	
Date of event	
Venue/Location of the event	
Room booking confirmation #	
Expected number of attendees	
Will members of the press, TV, or radio be permitted to attend	
Do you have any reason to believe that there may be a threat of disruption caused by the proposed meeting or activity, and what is the substance of that threat? (This does not mean that your event will be cancelled, but the information is important for your risk assessment)	
Event description (please provide as much information as possible)	

Guest Speaker Information

Full name of guest speaker	
Guest speaker contact information (phone and/or email)	
Guest Speaker organisation or background	
Subject of discussion	
Is the speaker aware that this event must take place in English according to policy	

Do they have a website? (Please provide links)	
Have they been published? (Please provide links)	
Do they have any affiliations (religious, political, etc.?)	
Has your speaker agreed to the Union's approach to External Speakers summarised in our External Briefing document here. (If you have selected no, please send this document to your speaker for them to agree and sign. Your request will be rejected if this step is not completed).	

Next Steps

- The Union Activities Zone staff team will review and assess your request form. Requests will be rated low, medium or high risk, by considering the information provided on the form, balanced against our commitment to Freedom of Speech on campus and our legal obligations.
 - **If rated a low-risk event**, the request will be approved with no conditions.
 - **If rated a medium-risk event**, then a member of the Activities Zone staff team will contact you to provide support to ensure the event can go ahead safely. There may be some conditions attached to the event.
 - **If rated a high-risk event**, the Union will need to consult with senior Union and University staff who will work to see if/how the event can proceed. There will be conditions placed upon the event.
- You will receive email confirmation from the Student Activities staff team saying your event can proceed with or without conditions. Once you have agreed to any conditions you can proceed to plan, promote and advertise your event. Please note, you must include our Freedom of Speech Notice on your event descriptions where possible, including online descriptions of the event on What's On listings and Social Media descriptions.

"Surrey Students' Union is committed to providing a forum that facilitates Freedom of Speech while providing a safe space for our members and the public. We support events that contribute to the non-academic development of students while requesting that all speakers and attendees are respectful of the beliefs and opinions of others, as well as the law that protect individuals and groups from intimidation, discrimination and harassment. By attending a Union event you are agreeing to uphold our policies regarding Freedom of Speech. Any breach of the Union Policies and procedures may result in your event and speech being curtailed and referred as appropriate for further action to be taken."

For further information, please continue to refer to the [External Speaker Approval Procedure](#).