

## Guest Speakers or Programs Setup by Teachers

If at any time you are scheduling an assembly or a guest speaker for the students, please use the form below to notify the office. Please turn the form into the office at least one week prior to the scheduled program (if possible). Thank you.

Today's date \_\_\_\_\_

Name of teacher setting program up \_\_\_\_\_

Date, time, and length of assembly or speaker \_\_\_\_\_  
\_\_\_\_\_

Time guest will be arriving \_\_\_\_\_  
(Please have sign in at the office)

Room(s) using \_\_\_\_\_

Program subject \_\_\_\_\_

Name of speaker \_\_\_\_\_

Grades participating \_\_\_\_\_

PA standards or anchors related to program content \_\_\_\_\_