



CAREER DEVELOPMENT CENTER PRESENTATION REQUEST FORM

- To request a presentation for your class, student organization or other event, please fill out this form.
- When possible, allow two (2) weeks advanced notice for speaker requests when possible.
- The Career Center will contact you within three (3) business days of receiving your request.

Note: If you need confirmation before three (3) business days, please call the Career Development Center at 910-695-3735, (Gwen Russell) after completing the form or email russellg@sandhills.edu.

Your Information

First Name: _____

Last Name: _____

Academic Department: _____

Contact Phone Number: _____

Contact Email Address: _____

Presentation Topics

Standard Presentation Topics:

Would you like a custom topic?

Include ideas here _____

Presentation Specifics

Requested Date: _____

Requested Time: _____

Alternate Date: _____

Presentation Length: _____

Expected number in Attendance: _____

Building/Room/Virtual/ _____

Comments: _____