

PRINCETON UNIVERSITY
Department of English

**LECTURES COMMITTEE
INVITED SPEAKERS**

Please print and return this completed form to Christine Faltum. Thank you.

FACULTY HOST: **Name:**

SPEAKER:

Name: _____ E-Mail: _____
Affiliation _____
Phone: _____ Cell: _____ Fax: _____
Visa Status (non-U.S. citizen) _____ Honorarium: _____
W-9 Form sent: _____ Dates of Visit: _____

LECTURE INFORMATION:

Title of Paper/Lecture: _____

Lecture Time/Place: _____ Room Requested: _____

Audio/Visual Equipment:

Please specify the type of equipment required for this talk

Advertising:

Promotional Flyers PWB Deadline Princetonian Web

E-Mail Dept

REQUEST FOR MEAL RESERVATIONS: *(please list place of preference, number of guests and hour (i.e., 12 PM or 1 PM))*

Lunch:

Dinner:

Request for ordering: (Olive's Delicatessen & Bakery, Cox's Market, Other)

Lunch in-house:

Date Time Place

Wine and Cheese

Reception:

Date Time Place

REQUEST FOR HOTEL ACCOMMODATIONS AND LIMO TRANSPORTATION:

Hotel:

Dates of visit:

Limo Reservation – Dates/Time:

Date of Arrival Time Date of Departure Time