



Nantucket Public Schools Speaker Request Form

(To be completed by staff/administrators before inviting any guest speaker or presenter)

Proposer Information

- Name of Proposer (Staff/Administrator): _____
- School/Department: _____
- Date of Submission: _____

Speaker Information

- Speaker Full Name: _____
- Organization/Affiliation (if any): _____
- Intended Audience (grade level(s), staff, community): _____
- Proposed Date(s)/Time(s): _____
- Professional Bio (attach or paste below, if available)

Purpose & Alignment

- Purpose of the Presentation (check all that apply):
 - ☐ Motivational
 - ☐ Educational/Instructional
 - ☐ Informational
 - ☐ Other (please specify): _____
- Connection to Curriculum, SEL, or District Mission/Vision: _____
- Core Values Supported (check all that apply):
 - ☐ Equity
 - ☐ Respect
 - ☐ Inclusivity
 - ☐ Academic Excellence
 - ☐ Student Well-being
 - ☐ Other: _____

Logistics & Cost

- Anticipated Cost (if any): \$ _____
- Funding Source: _____
- Technical/Facility Needs (IT, space, equipment): _____

Speaker Background/References

- Prior Speaking Engagements (schools/organizations): _____
- References/Testimonials (include contact info if available): _____
- Official Website/Professional Profiles (links): _____

Committee Background Review *(to be completed by Vetting Committee)*

- ☐ Website reviewed
- ☐ Social media/public platforms reviewed (Instagram, Facebook, X/Twitter, LinkedIn, etc.)
- ☐ News coverage/publications reviewed
- ☐ No evidence of statements conflicting with [NPS Nondiscrimination, mission, or core values](#)
- ☐ No political, religious, or commercial promotion outside educational bounds (see link above)

Committee Recommendation

- ☐ Approved
- ☐ Approved with Conditions – specify: _____
- ☐ Declined – rationale: _____

Committee Members Reviewing:

- Building Administrator: _____
- Teacher Representative: _____
- Student Representative (HS only): _____
- Parent/Community Liaison (if applicable): _____
- Superintendent/Assistant Superintendent: _____
- Date of Review: _____

Final Approval

- Superintendent/Designee Signature: _____
- Date: _____