



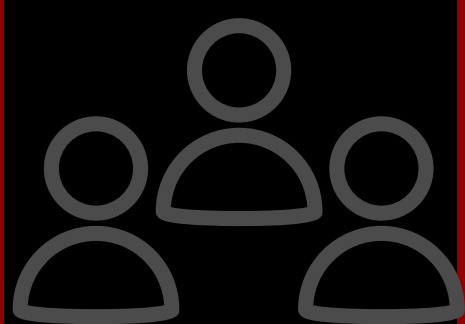
STUDENT ENGAGEMENT & ACTIVITIES' GUIDE TO REFERENCE FORMS



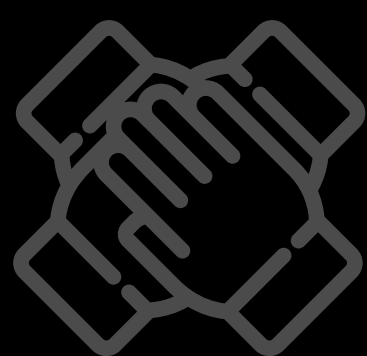
The Reference Form is needed when:

An off-campus entertainer, speaker or skills instructor is brought onto campus

Must be submitted 4 weeks prior to event



The Reference Form can be found inside the Event form or on the homepage of SBEngaged, under Campus Links. Provide details of the event and a confirmation of a space reservation.



Provide details of the Service Provider and the type of service being provided. If the individual has attended a registered student organization event previously, provide further information on the past event.



Requirements for References:

Entertainer - 3 Professional References

Speaker/Recruiter - CV/Resume

Skills Instructor - Type of Skill Provided & Certification

**STUDENT
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