**SPEAKER GIFT REQUEST FORM**

**Date of Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and E-mail address of requestor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Speaker:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Gift Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Is speaker a return guest speaker at the School?** \_\_\_\_\_\_\_\_**Yes**  \_\_\_\_\_\_\_\_\_**No**

**Gift Retrieval:** \_\_\_\_\_\_\_\_\_ Pick up at Salk Hall \_\_\_\_\_\_\_\_\_\_\_\_ Mail

If mailing, please provide full address here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE:** Due to the pandemic, we will work to fill your order as quickly as possible. Requests could take up to ten business days to process and ship. Thank you for your patience.

Please email all requests to Alison Zappa at [aaz13@pitt.edu](mailto:aaz13@pitt.edu).