

TO: Dr. Troy Shoemaker, A-4

Date: _____

FROM: _____,
(name) (location)

PCC OFF-CAMPUS MEETING APPROVAL (for speaking, singing, judging, etc.)

Date(s) of Meeting Organization Name

Reason for trip

Contact Person Mailing Address

Day Phone City/State/Zip

Type of Service Est. Attendance Age Group

_____ a.m./p.m. _____ a.m./p.m. _____
Service Starts Service Ends Other Speakers

This event will be a:

☐ **Personal speaking engagement** – invited to speak in a church service or public event on a general topic as an unofficial representative of PCC.

If you will be missing work time for this engagement, what type of leave will be requested through Workday?

- ☐ Not missing work time
- ☐ Unpaid time off
- ☐ Paid time off (PTO)

☐ **Professional speaking engagement** – invited to speak on a topic or participate in an event based on my area of expertise as a member of faculty or administration officially representing PCC (*see guidelines on next page*).

Who is paying your travel expenses?

- ☐ PCC (attach a completed Travel Authorization Request Form)
- ☐ Personal, or sponsor

Notes:

Approval: _____
Director or Vice President (*if work time is missed*) Date

Approval: _____
President Date

Guidelines for Professional Speaking Engagements

(A professional engagement is an invitation to speak on a topic or participate in an event based on your area of expertise as a member of faculty or administration officially representing PCC.)

1. If invited to speak as a representative of PCC, please note this on your speaker request form. Provide full details about the organization hosting the event.
2. As a PCC employee, you represent a shared commitment to this ministry and Christ; ensure your presence reflects that commitment as you speak and off the platform.
3. Your attire as you speak should be appropriate to the setting while conforming to PCC's dress guidelines.
4. The Promotions department can provide approved promotional material for distribution if needed. Please request materials a week in advance of your departure.
5. While speaking, offer greetings from Pensacola Christian College and President Troy Shoemaker at an appropriate time.
6. It is essential to stay within the scope of your expertise when speaking. Do not venture into areas outside what you know best or make comments on controversial topics or college policies.
7. If you use PowerPoint or ProPresenter, please ensure your slides:
 - Include only three or four items on a slide, so it's not overcrowded.
 - Have an appealing background.
 - Keep graphs and charts as simple as possible.
 - Avoid stretching images; keep them in the correct aspect ratio for the best display quality.
 - Spellcheck and proof your presentation.
8. Within a week after your return, please submit a report to the Executive Vice President detailing information from your visit. Include observations from your presentation, the event, and interactions/inquiries you encountered.