

WILKES-BARRE AREA CAREER & TECHNICAL CENTER

Faculty Request for Speaker/Visitor

Instructor: _____ **Date:** _____

Company/School Visiting: _____

Contact Person: _____ **Phone Number:** _____

Date for Visitation: _____ **Time:** _____

M T W TH F **Alternate Date:** _____

Will visitor be staying for lunch? Yes _____ **No** _____

Information: Please provide any information that will enable us to make your visit with us more relaxed and smooth. (ie. Special equipment, space needed)

Administrator Approval: _____ **Principal:** _____

Date: _____ **Date:** _____

- Building/Grounds Supervisor**
- Principal**
- Guidance**
- Cafeteria**
- Main Office**

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****The Wilkes-Barre Area Career & Technical Center is an Equal Opportunity Education Institution****