

# Presentation Confirmation Form

In order to schedule for a project/thesis presentation, you must have already completed your project/thesis write-up or at least completed an approved final draft.

To schedule, please contact your committee and arrange for the presentation date and time. Complete this form and send to [MBerglund-Smith@csuchico.edu](mailto:MBerglund-Smith@csuchico.edu) at least two weeks prior to your presentation. *Please forward an email confirming project presentation approval from your committee.*

**Student Name:** \_\_\_\_\_

**Project/Thesis Title:** \_\_\_\_\_

\_\_\_\_\_

**Presentation Date:** \_\_\_\_\_

**Presentation Time:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Committee Member:** \_\_\_\_\_

---

## FOR OFFICE USE ONLY

---

- Committee approval to present
- Announcement Sent
- Room Reserved Room #: \_\_\_\_\_

**Department Fax: 530 898 5995**