

SPEAKER REQUEST FORM

INSTRUCTIONS: *This form should be completed by any Ministry / Group / Organization of the Parish wishing to have a speaker make a presentation and/or class at an upcoming meeting/gathering (on site or off site).*

Please e-mail, drop off or fax this request to Mary Lynn Lowery, Administrative Assistant to the Pastor. Monsignor Joe must approve of any speakers before they are scheduled at any event.

Organization/Ministry/Group

Today's Date

Contact Person

Contact Phone

E-mail

Proposed Event, Location & Date

Request

<input type="checkbox"/> Have Speaker	<input type="checkbox"/> Need Speaker
<input type="checkbox"/> Have Topic	<input type="checkbox"/> Need Topic
<input type="checkbox"/> Non-Religious Talk	<input type="checkbox"/> Non-Religious Talk

Proposed Speaker's Name

Contact Phone

Information on Proposed Speaker

Recommended By _____

Parish / Location _____

Notes _____

Notes _____

Requires Speaking Fee Yes No

For Parish Office Use		
Date Received / /	Approved by _____	Ministry Scheduler _____
Date Contacted / /	Notes _____	Parish Calendar _____