

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 Kerry Arias, Director of Parish Life, Events and Community Relations. 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"/> Religious Talk	<input type="checkbox"/> Non-Religious Talk

Proposed Speaker's Name

Contact Phone

Information on Proposed Speaker

Recommended By _____
Parish / Location _____
Notes _____ _____
Requires Speaking Fee Yes No

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