

**Diocese of Evansville Speaker Policy
Speaker Request Form**

INSTRUCTIONS: The Inviting Party (e.g., parish/entity) should complete this form. Please submit the completed form, as well as all necessary documents as specified in the Diocese of Evansville Speaker Policy, to the Chancery BEFORE a firm invitation is extended to the speaker.

SECTION 1: INVITING PARTY COORDINATOR

| | | | |
|----------------|----------------------|---------------|----------------------|
| Printed name: | <input type="text"/> | Today's Date: | <input type="text"/> |
| Email: | <input type="text"/> | Phone: | <input type="text"/> |
| Parish/Entity: | <input type="text"/> | | |
| Address: | <input type="text"/> | City: | <input type="text"/> |

SECTION 2: EVENT OVERVIEW

| | |
|--------------------|----------------------|
| Event: | <input type="text"/> |
| Location of event: | <input type="text"/> |
| Date(s) of event: | <input type="text"/> |
| Audience Type: | <input type="text"/> |

SECTION 3: SPEAKER OVERVIEW

| | |
|----------------------|----------------------|
| Speaker name: | <input type="text"/> |
| Topic(s): | <input type="text"/> |
| Summary of topic(s): | <input type="text"/> |

SECTION 3: SPEAKER OVERVIEW CONTINUED

Please attach Speaker's Curriculum Vitae or provide requested information in the space below.

Speaker credentials/background:

SECTION 4: ACKNOWLEDGEMENT AND UNDERSTANDING

I am aware and approve of the described event and speaker.

Signature of Inviting Party Coordinator:

Signature of Pastor/Administrator/Priest Moderator/Priest Delegate (if applicable and different than the Inviting Party Coordinator)

TO BE COMPLETED BY CHANCERY OFFICE:

Name:

Form received:

CV received:

Letter of Good Standing received:

Written assurance received:

Description and date of other documents received: