



Checklist for Guest Speaker Approval Request

1. If the Guest Speaker is not already approved, please provide the following documents:

i. [**Guest Speaker Approval Request Form**](#) completed

AND

ii. Curriculum Vitae of the Guest Speaker

AND

iii. One of the following forms as appropriate:¹

[**Form A: Catholic Layperson Addressing Adults and/or Minors***](#)

Completed form from the Pastor for Layperson certifying that he or she is a Catholic in Good Standing²

[**Form B: Consecrated Life Speaker Addressing Adults and/or Minors***](#)

Completed form from the Superior of Consecrated Life certifying that he or she is a Catholic in Good Standing² and has completed the necessary safe environment training prescribed by the USCCB Charter for the Protection of Children and Young People.

[**Letter of Suitability for Priest or Deacon Guest Speaker³**](#)

Letter of Suitability from the Ordinary/Provincial for Priests/Deacons certifying that he is a Catholic in Good Standing **and** certifying the completion of the necessary safe environment training prescribed by the USCCB, Charter for the Protection of Children and Young People.

¹ Please add your name and contact information to the bottom of these forms so the completed forms will be sent directly to you.

² Catholic in Good Standing: one who is not “under a canonical penalty whether imposed or declared” (c. 874, 4o) and “is known for the orthodoxy of his/her teaching.”

³ International priests are required to complete the necessary safe environment training and background screening prescribed by the USCCB.

Form D: Non-Catholic Layperson or Non-Catholic Religious Speaker Addressing Adults and/or Minors*

Completed form from the Pastor of the Catholic Church hosting speaker endorsing speaker and topic **and** certifying the completion of the necessary safe environment training prescribed by the USCCB, Charter for the Protection of Children and Young People, if speaker will be addressing Minors.

2. When you have completed the **Guest Speaker Approval Request Form**, received the ***Curriculum Vitae of the Guest Speaker***, and received the completed **A, B, D form, or the Letter of Suitability** listed above, please send **all required documents** via email, fax, or mail to:

- Guest Speaker Coordinator
Diocese of Richmond
7800 Carousel Lane
Richmond, VA 2329
Fax: 804-358-9159 Phone: 804-622-5158
Speakercoordinator@richmonddiocese.org

****All Guest Speaker Approvals Requests need to be submitted with all completed forms no less than 45 days prior to the event.****

*Proposed speaker must provide proof of Safe Environment training from their home diocese. If the speaker requires assistance accessing that documentation or needs to complete Safe Environment training, please contact the Office of Safe Environment. Information about training and background screening can be provided directly to the speaker. Anna McLemore, amclemore@richmonddiocese.org (804) 622-5175.