



## GUEST SPEAKER APPROVAL REQUEST FORM

*Please return this completed Guest Speaker Approval Request Form with all required documents to the diocesan Guest Speaker Coordinator.*

### PASTOR OR CHAPLAIN OR DIRECTOR OF A DIOCESAN OFFICE

I support the invitation of the proposed Guest Speaker for this event:

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Signature	Print Name	Date
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#### Person or Group Inviting the Speaker:

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

GROUP/PARISH, CITY: \_\_\_\_\_

#### Proposed Speaker:

NAME: \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TOPIC(S) & DETAILED

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

AUDIENCE: (adults or minors) \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

#### Person Submitting this Form:

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please scan, email, fax, or mail all required documents to:

Guest Speaker Coordinator  
Diocese of Richmond  
7800 Carousel Lane, Richmond, VA 23294  
FAX: 804-358-9159 PHONE: 804-622-5158  
[speakercoordinator@richmonddiocese.org](mailto:speakercoordinator@richmonddiocese.org)

Effective date: November 2022

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_