



Catholic Diocese  
OF Richmond

**REQUEST FOR A PREVIOUSLY APPROVED  
GUEST SPEAKER**

*Use this form when requesting approval for a guest speaker chosen  
from the diocesan list of **Approved Speakers**.*

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

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

Signature

Print Name

Date

**Person Or Group Inviting The Speaker:**

CONTACT PERSON:

PHONE:

EMAIL:

GROUP/PARISH, CITY:

**Proposed Speaker:**

NAME:

TITLE/POSITION:

EMAIL:

TOPIC(S) DESCRIPTION

APPROVED DATE:

NAME OF EVENT:

AUDIENCE: (adults or minors)

DATE OF EVENT:

EVENT LOCATION:

**Person Submitting This Form:**

NAME:

POSITION:

EMAIL:

**Please save, complete & email, fax, or mail this completed *Request for Approved Guest Speaker* 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: \_\_\_\_\_