

Diocese of Davenport Speaker Approval Form

Procedure: Requests for permission to invite an outside speaker must be submitted in writing to the Office of the Bishop using the following "Speaker Approval Form." This form should be completed by the pastor or parish life coordinator for parish events and by the principal for school events. This form should be completed by a chancery staff member for Diocesan events and for events hosted by Catholic organizations. An invitation to present should not be extended until permission from the Bishop has been granted in writing.

Requestor's Name

Date

Name of speaker(s) or group

Contact information

Home (Arch)Diocese

Has the speaker or group presented in the Diocese of Davenport before?

Date(s)

Location(s)

Comments

If yes, skip Locations and Dates of most recent & biographical sketch questions

Subject(s) of presentation

Name of event

Type of event (*forum, workshop, convocation, convention etc.*)

Proposed date(s) and time(s)

Proposed location(s) for the event

Audience (parishioners, clergy, public etc.)

Purpose

Locations and dates of most recent presentations by speaker(s) or group

Biographical sketch of suggested speaker, including links to online videos or published works

Letter of good standing*dated within the last year is attached (select one below):

*from the home (arch)diocese for clergy & diocesan staff outside of our diocese

*from the superior of religious orders/congregations outside of our diocese

*from the Catholic university or college for Catholic teachers of theology outside of our diocese

*from the home parish for laity.

Additional Comments

Official Use

Reviewed by CFO for Diocesan events Date

Reviewed by Chancellor Date

Approval by Bishop Date

Comments