

**SPEAKERS INFORMATION**

**FOR ALL PERSONS OUTSIDE THE DIOCESE OF MONTEREY (Page 1)**

*Instructions: This form is to be completed by the speaker and returned to the Parish or Organization sponsoring the event/conference.*

*Name of Speaker:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*City, State ZIP:* \_\_\_\_\_

*Phone # including area code:* \_\_\_\_\_

*e-mail address:* \_\_\_\_\_

*Supervisor/Accountable to:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*City, State ZIP:* \_\_\_\_\_

*Phone # including area code:* \_\_\_\_\_

*e-mail address:* \_\_\_\_\_

*Reference:* \_\_\_\_\_

*Phone # including area code:* \_\_\_\_\_

*Date of Presentation:* \_\_\_\_\_

*Topic:* \_\_\_\_\_

*Description:* \_\_\_\_\_

\_\_\_\_\_

*Outline of Presentation:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RETURN COMPLETED FORM TO:**

*Parish or Organization:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *ZIP:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *FAX:* \_\_\_\_\_

**PARISH or ORGANIZATION INFORMATION (Page 2)**

**Instructions:** This form is to be completed by the sponsoring department, parish or organization and returned to the Chancellor for approval no later than one month before the event/conference.

**Date of Presentation:** \_\_\_\_\_

**Topic of Presentation:** \_\_\_\_\_

**Description of audience:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_  
(Name of Parish/Department/Organization/Other)

**Name of Organization Contact Person:** \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature of organization contact person)

**Address:** \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/ZIP)

**Phone # including area code:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Approved by Chancellor:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN BOTH COMPLETED FORMS TO:**

**Sister Patricia Murtagh, I.M.  
Chancellor  
P.O. Box 2048  
Monterey, CA 93940  
Or FAX: 831-373-1175  
Or e-mail: [srpmurtagh@dioceseofmonterey.org](mailto:srpmurtagh@dioceseofmonterey.org)**