



DIOCESE OF MONTEREY

SPEAKERS INFORMATION AND CLEARANCE

FOR ALL PERSONS OUTSIDE THE DIOCESE OF MONTEREY

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: _____

Street Address: _____

City: _____ State: _____ ZIP: _____



DIOCESE OF MONTEREY

SPEAKERS INFORMATION AND CLEARANCE

PARISH or ORGANIZATION INFORMATION

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.

In addition, the speaker will need to provide a Letter of Good Standing from her/his Diocese or Parish indicating the speaker is in compliance with her/his Diocesan Safe Environment policies.

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)

Street Address: _____

City: _____ State _____ ZIP: _____

Phone # including area code: _____

e-mail address: _____

Approval by Chancellor:

Signature: _____ *Date:* _____

RETURN BOTH COMPLETED FORMS AND LETTER OF GOOD STANDING TO:

Diocese of Monterey
Chancellor's Office
P.O. Box 2048, Monterey, CA 93940
or FAX: 831-373-1175
or e-mail: hpatino@dioceseofmonterey.org