

Incoming Speaker Request Process

Step 1

This process is for speakers NOT affiliated with the Diocese of Lafayette-in-Indiana.

Fill-out an Incoming Speaker Request form for each speaker, facilitator or instructor invited to present during the upcoming event. Be sure to complete the entire form with current information.

The Incoming Speaker Request form can be found on the Diocesan website, www.dol-in.org, under Offices/Vicar General. This form must be used any time a Priest, Deacon, religious or Lay Speaker NOT affiliated with the Diocese of Lafayette-in-Indiana is invited to:

1. Celebrate a sacrament in conjunction with a speaking engagement,
2. Give a presentation on Church property, or
3. Speak on behalf of the Church in an unaffiliated location.

Step 2

Request a Letter of Good Standing for each speaker, facilitator or instructor invited to speak during the upcoming event. The procedure for providing a Letter of Good Standing can be found on the Diocesan website, www.dol-in.org, under Offices/Vicar General. The approval process cannot be completed until the Letter of Good Standing arrives; so, request the letter of Good Standing from the speaker when he/she commits to the speaking engagement to ensure it arrives in time.

The speaker can be directed to the website to review the recommended content for the Letter of Good Standing, or a document can be downloaded and mailed directly to the speaker. After reviewing the information, the speaker can:

1. Request a Letter of Good Standing from the person/organization/affiliation listed on the Incoming Speaker Request form,
2. Ask the event coordinator to request a Letter of Good Standing, or
3. Have the event coordinator request direct contact be made by the Bishop's Office.

The option selected, must be clearly indicated on the Incoming Speaker Request form. If the speaker requests the letter, the contact information for the reference still needs to be completed, so the information in the letter can be verified once it is received.

Step 3

Mail the signed and completed Incoming Speaker request form to:

Very Reverend Theodore C. Dudzinski, J.C.L., V.G.
P.O. Box 260
Lafayette, Indiana 47902-0260

In situations where timing is critical, Incoming Speaker Request forms can be Faxed to: 765-742-7513 *Mail the original form to the above address after Faxing.

Please note: The approval process will NOT begin until the Incoming Speaker Request form and Letter of Good Standing are received by the Vicar General. Please be sure to include appropriate proofs of Child Protocol training with the submission, if applicable, as described in the Procedure for Providing a Letter of Good Standing.