



Saint Brigid Roman Catholic Church

3400 Old Alabama Road, Alpharetta, Georgia 30022
Telephone: 678-393-0060 Fax: 678-393-0071 Email: office@saintbrigid.org

SPEAKER REQUEST FORM

INSTRUCTIONS: Please type or clearly print your responses. This form is to be completed by any Ministry / Group / Organization of the Parish wishing to have a speaker make a presentation and/or class at an upcoming meeting/gathering (on site or off site).

Please drop off or fax this request to Cindy Soder, csoder@saintbrigid.org in the parish office.

The Pastor must approve of all speakers before they are requested to speak at any event.

Organization/Ministry/Group

Today's Date

Contact Person

Contact Phone

E-mail

Proposed Event, Location & Date

Request

- | | |
|---|---|
| <input type="checkbox"/> Need Speaker | <input type="checkbox"/> Have Speaker |
| <input type="checkbox"/> Need Topic | <input type="checkbox"/> Have Topic |
| <input type="checkbox"/> Religious Talk | <input type="checkbox"/> Non-Religious Talk |

Proposed Speaker's Name

Contact Phone

Information on Proposed Speaker

Recommended By _____

Parish / Location _____

Notes _____

Requires Speaking Fee Yes No

For Parish Office Use

Date Received / /
Date contacted / /

Approved by
Notes

FORM 450 01/07