

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