



**SPEAKER POLICY**  
Appendix I – Request Form  
Diocese of Great Falls-Billings

Date of Event: \_\_\_\_\_

Site of Event: \_\_\_\_\_

Speakers Name: \_\_\_\_\_

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

Inviting Party Name: \_\_\_\_\_

- Formal letter from Inviting Party, including:
  - √ Speaker's name
  - √ Topic
  - √ Attest to faithfulness to the teachings of the Catholic Church
  - √ Topic relevance in promoting pastoral direction of the Diocese
  
- Speaker's *curriculum vitae*
  - √ Or, summary of professional works

Is the speaker a Cleric/Religious?      Yes       No   
If yes  
- √ letter of support from superior/ordinary attesting to good standing  
- √ *celebret* indicating permission to celebrate sacraments outside his Diocese

Is the speaker a member of the Laiety?      Yes       No   
If yes  
- √ letter of support from speaker's pastor verifying he/she is Catholic in good standing

Is speaker Catholic College/University Professor?      Yes       No   
If yes  
- √ *mandatum* from his/her bishop required (if one not available, please indicate in letter of request)

Is speaker Non-Catholic?      Yes       No   
If yes  
- √ written assurance that speaker's presentation does not conflict with Catholic teaching in any way

**PLEASE RETURN COMPLETED FORM TO VICAR GENERAL WITH REQUIRED ATTACHMENTS**