

# SPEAKER REQUEST FORM



To expedite our review of your request, we ask that you complete the following form and e-mail it to [speaker-request@sjbcfamily.com](mailto:speaker-request@sjbcfamily.com) or fax to 972-264.9861.

## ENGAGEMENT REQUEST

SPEAKER'S NAME: \_\_\_\_\_

ENGAGEMENT DATE(S) & TIME(S): \_\_\_\_\_

ENGAGEMENT TYPE: \_\_\_\_\_ PRESENTATION TYPE: \_\_\_\_\_  
(i.e. conference, church service) (i.e. speak, teach)

CHURCH NAME or ORGANIZATION NAME: \_\_\_\_\_

SENIOR PASTOR'S NAME or ORGANIZATION LEADER'S NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

LOCATION OF EVENT  
(If different from physical address above): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ FAX #: \_\_\_\_\_

## CONTACT INFORMATION

PRIMARY CONTACT NAME: \_\_\_\_\_ HOME#: \_\_\_\_\_ MOBILE#: \_\_\_\_\_

ALT#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## ENGAGEMENT DETAILS

- Engagement theme & Scripture reference: \_\_\_\_\_
- Audience type:  
(women, ministers, congregation, etc.) \_\_\_\_\_
- Attire for engagement: \_\_\_\_\_
- Number expected to attend: \_\_\_\_\_
- Time limit for speaker: \_\_\_\_\_
- Number of speakers for engagement?  
(if more than one speaker, please provide speaking order) \_\_\_\_\_
- May we bring ministry materials? If yes, can you provide a display table? \_\_\_\_\_

## ADDITIONAL REQUESTS

Please allow 3-5 days for confirmation of speaker's availability. It is our desire to be prayerful regarding commitments. If the speaker is available to accept your invitation, we kindly request that you please plan to provide the following:

1. Letter from church Senior Pastor (or the organization's authorized representative) confirming the invitation and speaker
2. Copy of program (when available)

Contact: Sawnya Rogers ▪ E-mail: [speaker-request@sjbcfamily.com](mailto:speaker-request@sjbcfamily.com)

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Phone: (972)264-1483 ▪ Fax: (972)264-9861 ▪ Website: [www.sjbcfamily.com](http://www.sjbcfamily.com)