

# COVER LETTER FORM FOR REQUESTING GUEST SPEAKERS IN THE DIOCESE OF LA CROSSE

*When requesting approval for a speaker, please return the completed form with the pertinent documents to:*  
**OFFICE OF THE BISHOP, Attn: Speaker Request**

## **PERSON OR GROUP INVITING THE SPEAKER:**

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

## **PROPOSED SPEAKER:**

NAME: \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_

TOPIC(S) TO BE PRESENTED: \_\_\_\_\_

(attach additional page if necessary)

## **EVENT:**

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

## **ATTESTATION**

- I can attest to the proposed speaker's fidelity to the teachings and the Magisterium of the Catholic Church.
- I am unsure about the proposed speaker's fidelity to the teachings and the Magisterium of the Catholic Church  
(please explain under "**Additional Comments**" on the back).

## **Please include with this form:**

- Proposed Speaker's *curriculum vitae*  
  
If the proposed speaker is a layperson, a *letter of support* from the speaker's pastor or ordinary attesting that he or she is a Catholic in good standing.
- If the proposed speaker is a cleric or religious, a *letter of support* from the speaker's superior or ordinary attesting that he or she is a cleric or religious in good standing.
- If the proposed speaker is a cleric, a *celebret*, indicating that he has permission to celebrate the sacraments outside his diocese or religious community.
- If the proposed speaker is a college or university professor, he or she should provide a *mandatum*, however, the lack of a *mandatum* does not necessarily disqualify a speaker, but this should be indicated.
- If not a Catholic, the speaker should provide a *written assurance* that his or her presentation will not conflict with Catholic teaching in any way.

(over)

**ADDITIONAL COMMENTS:**

**PERSON SUBMITTING THIS FORM:**

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

Please return completed form to:

**OFFICE OF THE BISHOP  
P.O. BOX 4004  
LA CROSSE, WI 54602-4004  
ATTN: SPEAKER REQUEST**