



## Speaker Request Form

PLEASE PRINT, COMPLETE AND FAX THIS FORM TO: 847-844-1101 or  
SCAN/EMAIL TO: [hope@administerjustice.org](mailto:hope@administerjustice.org)

Name of Organization:

Name/Title of contact person:

Phone: \_\_\_\_\_ (*best time to call*):

Email:

Address:

Website:

Event Name:

Event Date/Time:  
*\*Alternate date(s):*

Event Address:

Tell us about your event

- Type of event:
- Speaker type (i.e. keynote, plenary):
- Attendee type (i.e. pastors, congregation, students):
- Expected number of attendees:
- Overall purpose of conference/event:
- Dress (i.e. formal, casual):

Length of time speaking:

Any particular theme you wish to have highlighted:

Will there be an opportunity to hand out materials regarding our non-profit? If so, when would this occur and could a table be provided?

Proposed Honorarium:

Any additional questions or information that would be helpful to us: