

**Shiloh Baptist Church**  
**Pastor's Study**  
**Request for Outside Speaker**

Page 1 of 4 pages

Ministry:
-----------

Date:	Time:
-------	-------

Function:
-----------

Guest Speaker*:
-----------------

**If Guest speaker has never been approved to speak at Shiloh, please include the following to Pastor along with this form at least 4 months prior to the date of the event**

<input type="checkbox"/> Attach copy of Bio <input type="checkbox"/> Attach copy of CDs or tapes of prior sermon
--

Cell number:
Email Address:
Street Address
City <span style="float: right;">Zip Code</span>

Honorarium Requested \$
Travel Amount Requested \$

Pastor's Approval (signature) <span style="float: right;"><input type="checkbox"/> Rejected</span>
Date:

This form must be submitted to the Pastor for approval at least 120 days prior to the date of the event. Please attach a copy of the guest speaker's biography and copies of CD or tapes of prior sermons

**Shiloh Baptist Church**  
340 Rev. S. Howard Woodson Way  
Trenton, New Jersey 08618

INTEROFFICE MEMORANDUM

To: Rev. Darrell L. Armstrong, Pastor

From: \_\_\_\_\_

Date: \_\_\_\_\_

Re: Request for Outside Speaker

Ministry Making Request \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact's email address \_\_\_\_\_

---

Rev. Armstrong:

The \_\_\_\_\_ ministry is requesting a guest speaker at our annual \_\_\_\_\_  
\_\_\_\_\_. Our theme is \_\_\_\_\_  
(Name of the service)

The ministry will be inviting \_\_\_\_\_ churches to fellowship with us on this day.

Attached you will find the four (4) top choices of speakers the ministry would like to be considered as the speaker for the event.

Thank you for your consideration of this request.

\_\_\_\_\_  
(your name)