



**Week of Compassion
Request for Speaker**

Week of Compassion speakers provide information and insight across a spectrum of programs and partnerships supported by this mission fund. Which issues, projects, or geographical areas would you like a speaker to present? (i.e. food security, disaster response, women’s empowerment, stewardship, Latin America, the Balkans, Africa, etc.)

Event Information

Name of Sponsoring Church/ Region/ Organization:

Address:	City:	State:	Zip Code:
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Name of Contact:	Title:
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Phone Number(s):	
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E-mail Address:	May we add this e-mail address to our listserv to receive our weekly updates?:
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Skype or Google+ Contact Name:

Specific Location of Event:

Type of Event *(Select all that apply)*

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Worship Service(s) Participation: |
| <input type="checkbox"/> | Preaching Sunday morning |
| <input type="checkbox"/> | Children’s Sermon |
| <input type="checkbox"/> | Reading Scripture |
| <input type="checkbox"/> | Presiding at Communion Table |
| <input type="checkbox"/> | Invitation to Offering |
| <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | Sunday School Class (age group?): |
| <input type="checkbox"/> | Keynote |
| <input type="checkbox"/> | Leading a workshop |
| <input type="checkbox"/> | Presentation (please include all expectations) |
| <input type="checkbox"/> | Other: |

If request is to preach or lead in worship, do you prefer our staff to wear liturgical robe and stole? If so, will you provide the robe or shall WoC staff bring their own?									
Will you be using the Week of Compassion special offering materials or theme during worship?									
Is there a particular area of interest for your congregation (refugees, development, disaster relief)?									
Do you need a sermon title and scripture and if so, by when?									
Do you need a bio and/or photo of speaker for promotional purposes?									
If yes, please indicate which format to send and how you would prefer the photo—color, black and white?									
Travel Information <i>(Travel arrangements will be made by the WoC Office. To help us in booking flights, please be specific in your times.)</i>									
Preferred Date(s) and Time(s):									
Alternate Date(s) and Time(s):									
What time does the WoC staff member need to arrive?									
When should they plan to depart?									
Costs Covered by Sponsoring Church or Organization: <i>(Week of Compassion humbly asks that expenses be covered, if possible. Any honorarium received will go directly to the Compassion Response Fund.)</i>									
<table> <tr> <td>Travel</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Lodging</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Honorarium</td> <td>Yes</td> <td>No</td> </tr> </table>	Travel	Yes	No	Lodging	Yes	No	Honorarium	Yes	No
Travel	Yes	No							
Lodging	Yes	No							
Honorarium	Yes	No							
Lodging will be worked out with the contact individual (lodging in a church member's home is perfectly acceptable).									
Questions, concerns, or special requests:									
What other information would it be helpful for you to have?									

Week of Compassion Contact Information:

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