



Week of Compassion			
Request for Speaker			
<p>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.)</p>			
Event Information			
Name of Sponsoring Church/ Region/ Organization:			
Address:	City:	State:	Zip Code:
Name of Contact:		Title:	
Phone Number(s):			
E-mail Address:		May we add this e-mail address to our listserv to receive our weekly updates?:	
Skype or Google+ Contact Name:			
Specific Location of Event:			
Type of Event <i>(Select all that apply)</i>			
<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:		

Will the speaker be remote or in person? If in person, what COVID-19 protocols are in place for your church?									
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:

Rev. Vy T. Nguyen, Executive Director
vy@weekofcompassion.org
510.473.8962
PO Box 1986
Indianapolis, IN 46206
www.weekofcompassion.org