



**Approval Request
Speakers in the Diocese of Honolulu Checklist**

For a speaker approval request to be considered for review by the Vicar General, the following documents **MUST** be submitted for each speaker:

1. Current resume or curriculum vitae.
2. Title and description of the presentation/workshop to be given.
3. Local contact information: name, telephone number, email and mailing addresses.
4. Letter of Good Standing

Date request submitted:

1. Resume/Curriculum Vitae for:

2. References/Contacts Information:

3. Description of presentation/workshop:

4. Dates/Times/Location(s) of Event:

5. Local Point of Contact:

Approved

Not Approved

Comments:

Vicar General

Date