

Speaking Engagement Request Form



Thank you for your interest in having me come to your church or organization and minister. I am honored that you have considered me and would count it a privilege to partner with you and your ministry. Please know that we always do our best to fulfill the requests we receive by responding promptly and clearly communicating details. This form is intended to help us adequately serve you.

~ Inez Bayardo

Requested Date: _____

Location: _____

Address: _____
Street City State Zip

Time: _____AM/PM (Circle One)

Contact Person: _____

Phone Numbers (Please provide at least one phone number with voicemail capability)

Office: _____

Cell: _____

Other: _____

Email: _____

Service/ Function Details:

Purpose/ Theme: _____

Audience: _____

Additional Details: _____

Attire Specifications (Please check one)

- Formal
- Semi- Formal
- Business Casual
- Casual (i.e. jeans)

Directions: _____

Will hotel/ airfare reimbursement be required? _____

Office Use only:

- Confirmed _____ Date:
- Received Directions