

Speaker Request Form



Methodist
relief and
development

The event

Date of event: _____ Start and end times of event: _____ Approx number of people expected: _____

Church, District and Circuit: _____

Location: (full address and postcode) _____

Description and purpose of event:

Describe the expected audience in terms of age range, gender, level of interest in development work, history of campaigning activity, etc:

What would you like the speaker to do?

- Take part in a service
 - sermon
 - other (please give details below)
- Provide general overview of All We Can's work
- Present on a specific project your Church/Circuit/group could support
- Facilitate a workshop. Please specify topic(s) here:
- Other (please give details below)

Further details:

How long would you like our representative to speak for? _____

Is this the first time you have had a speaker from All We Can? Yes/No

If Yes, how did you hear about All We Can?

Continues over

Equipment and transport

Can you provide any of the following equipment?

- Screen
- Projector (compatible with PowerPoint)
- Laptop with PowerPoint
- Extension cables
- Overhead projector

Is there anything else you would like All We Can to provide? (For example, leaflets or posters)

Will there be a collection for All We Can? If so, how many gift aid envelopes would you like? _

How is the venue best accessed by public transport? Can you provide help with this, e.g. pick up from nearest station?

Additional Information

Please use this space to provide any additional information that will help us plan the event:

Marketing and publicity

Have you invited your circuit or other people from the local area? If not, would you consider doing this?

Are you happy for All We Can to advertise this event through our website and social media?

Please consider advertising in your District/Circuit newsletter or website.

You might be able to highlight the event in regional newspapers, the Methodist Recorder or other publications. Several E-newsletters produced by the Methodist Church are useful to advertise events or feature a report afterwards, including The Buzz, Methodist E-news, The Week Ahead, The Well (for Children & Youth events).

We can provide a branded poster for you to display in your church.

For more information about advertising the event, please contact us at info@allwecan.org.uk

Person making booking

Name _____

Address _____

Tel (day) _____ Email _____

**Thank you. Please return this form by email to info@allwecan.org.uk
or by post to All We Can, Methodist Church House, 25 Marylebone Road, London NW1 5JR**