

**INVITATION FOR SPEAKER: PW STAFF MEMBER**

Sponsoring Group \_\_\_\_\_

invites \_\_\_\_\_ to participate in  
(name of staff person)

\_\_\_\_\_ on \_\_\_\_\_  
(event) (month, day, year)

in \_\_\_\_\_  
(city, state)

as: \_\_\_\_\_ keynote speaker (topic) \_\_\_\_\_

\_\_\_\_\_ worship (role) \_\_\_\_\_

\_\_\_\_\_ workshop leader (subject) \_\_\_\_\_

\_\_\_\_\_ other (i.e. installation of leaders) \_\_\_\_\_

Expected number of total attendees \_\_\_\_\_ of PW members \_\_\_\_\_ of PW leaders \_\_\_\_\_

The staff member should plan to arrive in \_\_\_\_\_  
(city, state)

(approximate time of arrival and date/time of departure) \_\_\_\_\_

We agree to pay all room and board expenses for the speaker and to contribute toward travel expenses if possible. **All checks are to be made payable to Presbyterian Women and sent to the PW treasurer at 100 Witherspoon Street, Louisville, KY 40202-1396.**

Send confirmation availability to:

\_\_\_\_\_  
(name and address of contact person)

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Comments: \_\_\_\_\_

Please return this form to: Presbyterian Women  
100 Witherspoon Street, Room 3047A  
Louisville, KY 40202-1396  
1-888-728-7228 Ext. 8015  
FAX 502-569-8600

**Please note: PW staff participation requests must be made four months in advance of event for coordination.**