



PRESENTER APPROVAL PROCESS REQUIRED

FOR PARISHES, CATHOLIC SCHOOLS, AFFILIATED ORGANIZATIONS, AND DIOCESAN

I wish to invite a presenter for a workshop, program, retreat, mission or class within the Diocese of Saginaw that touches on faith, spirituality or morality.

What do I need to do?

**BEFORE finalizing their visit
and BEFORE publicizing their visit:**

Is this person from within the Diocese of Saginaw?

Yes

No

Is the presenter a priest, deacon, DPL, religious, diocesan/parish/Catholic school staff member, or a parishioner invited by his/her own pastor or DPL?

Fill out Presenter Approval Form
(See Presenter Approval link below)

If this initial form is approved, a letter of suitability from the presenter's chancery, religious institute or parish – including confirmation of Safe Environment Compliance – must then be sent no less than 90 days prior to the presenter's visit to:

Chancellor, Diocese of Saginaw
5800 Weiss St., Saginaw, MI 48603
or e-mailed to mobrien@diosag.org

Please note: Only when the letter of suitability has been received and approved by the Chancellor can the presenter's upcoming visit be publicized.

(See Letter of Suitability link below)

Yes

No

Nothing needs to be done

Fill out Presenter Approval Form
(See Presenter Approval link below)

The Presenter Approval Form and Letter of Suitability Forms for clergy and laity may be found at:

<https://saginaw.org/presenter-approval-process>