



## ZAYTUNA INSTITUTE SPEECH REQUEST APPLICATION FOR ZAYTUNA SCHOLARS

Zaytuna Institute has established a speech request process in order to better evaluate and accommodate numerous speaking opportunities in a fair and expeditious manner.

Zaytuna’s staff will respond to the requesting party as soon the application can be presented and discussed with our scholars. We ask that applicants read the teacher’s biography located on the Zaytuna website ([www.zaytuna.org](http://www.zaytuna.org)) to ensure that the speaker requested is appropriate for the occasion.

### Mission & Vision Statement of Zaytuna Institute

*Our mission is to provide the highest quality educational programs, materials, and training in the traditional sciences of Islam in the most beautiful way using the most effective tools of our time as a means of serving our Lord and honoring our Prophet, sallallahu `alayhi wa sallam.*

**This application can be used to request scholars at Zaytuna Institute (other than Imam Zaid Shakir and Shaykh Hamza Yusuf).**

Scholar Requested:

### 1. EVENT SPONSOR INFORMATION

Today’s date:

Main sponsor:

Secondary sponsor(s):

Primary contact:

Office phone:

Cell:

Email:

Fax:

Main office address:

Main phone number

Office fax:

### 2. SPEECH INFORMATION

Date of speech:

Session starts at:

Ends at:

Speech starts at:

Duration:

Q & A:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Location of event:	Specific room			
	Street address			
Suggested title/topic:				
Event theme:				
Speech format:				
<input type="checkbox"/>	Single topical speaker			
<input type="checkbox"/>	Panel of speakers (please attach list of other panelists & their biographies/affiliations)			
<input type="checkbox"/>	Teacher of a course (please attach list of other teachers, their biographies, & courses)			
<input type="checkbox"/>	Other—please specify:			
This speech is part of a				
<input type="checkbox"/>	Multi-day conference—specify:			
<input type="checkbox"/>	One-day seminar—specify:			
<input type="checkbox"/>	Fundraising lunch/dinner—specify:			
<input type="checkbox"/>	Other—please specify			
What is the sponsor's mission and the intent of this speech, and why have you chosen this speaker? (Supporting documentation is welcome for further explanation)				
<b>3. <u>ZAYTUNA HONORARIUM INFORMATION</u></b>				
Honorarium:				
Please check one of the honorarium payment options:				
We will send honorarium in advance of speech	<input type="checkbox"/>			
We will provide honorarium on the date of the event	<input type="checkbox"/>			
<b>4. <u>AUDIENCE INFORMATION</u></b>				
Language of Delivery:	Arabic	<input type="checkbox"/>	English	<input type="checkbox"/>
Expected Attendance:		Previous Attendance (if applicable):		
Estimate appropriate percentages:				

<b>Gender:</b>	Male		Female				
<b>Religion:</b>	Muslim		Christian		Jewish		Other
<b>Education:</b>	High school		Bachelor's degree		Graduate degree		Professional
Please describe the audience (supporting documentation is welcome for further explanation).							
<b>5. <u>OTHER INFORMATION</u></b>							
Will this speech be recorded? (check all that apply)			Audio recorded	<input type="checkbox"/>	Video recorded	<input type="checkbox"/>	Transcribed <input type="checkbox"/>
If you checked any of the above, please note that your organization will be required to deliver the master recordings of the talks within one week for our archives and production purposes (if Zaytuna or our scholars desire). Any use or duplication of the talk in any form or for any purpose must be fully reviewed and approved by Zaytuna Institute.							
Will the media cover this event?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If yes, please <u>describe</u> the nature of media coverage.							
<b>6. <u>CONTACT INFORMATION</u></b>							
Secondary Contact							
Full name:							
Office phone:		Cell:					
Email:		Fax:					
Office address:							
Speaker's biographical information can be found on Zaytuna's website at <a href="http://www.zaytuna.org">www.zaytuna.org</a> . Only these statements can be used by the sponsor for promotional purposes.							
<b>Please send completed applications by mail or fax:</b>							
Zaytuna Institute Speech Request 2070 Allston Way Suite 300 Berkeley, CA 94704 <b>Fax: 510-549-1980</b>							

