ALIM Speaker Request Guidelines

A. General Guidelines

- All communities requesting speakers must fill out online request [here](#).
- Scholar’s schedules fill up quickly. We recommend you submit the request form at least a month in advance.
- You should expect a response within two weeks with your requested speaker's availability.
- Please note that honorariums, lodging, and transportation are expected to be covered by host organization.
- Honorarium payment is requested by day of event with exception as approved. Please see below for directions on how to take care of payments.

B. Publicity and Recording

- Recordings can only be reproduced or published with written consent from ALIM and ALIM should receive a copy of any recorded material with regards to its scholars.
- At a minimum all lectures must be audio recorded. ALIM will send audio recorder along with scholar to ensure good audio quality.
- ALIM’s Scholar must be given an opportunity to address the attendees about ALIM’s programs.
- Official speaker bios will be provided by ALIM. All marketing materials and communications should mention and present speaker as ALIM scholar.
- The ALIM logo & name is to be placed on all communications (flyers, posters, social media posts like FB invites & tweets @ALIMprogram, etc.) for this event.
- ALIM publicity materials should be distributed at event, ALIM will provide marketing material for upcoming events/programs and will ship fliers and posters to host organization.

C. Paying for Honorariums

As stated earlier, honorarium payments are requested by day of event with some exceptions as necessary. A separate check should be processed for honorarium and other costs (travel, lodging, transportation, etc.)

- Checks can be mailed to: PO Box 871785 Canton, MI 48187
- All checks must be addressed to ALIM
- Include in the memo section, “Honorarium: Event Name and Date”
• All payments must include a flyer announcing the event, or the email announcement for record keeping.
• Ust Ubaydullah’s honorarium minimum is $2000/day of programming and events. Amount may increase depending on the type, location, and duration of the event.
  o Discounts can be given if host organization provides high quality photos, video, and/or audio of the event. This must be arranged and agreed to prior to the event (in writing).

For Ust Ubaydullah Evans’ travel arrangements and contact information:
Name:
  • First: W. Willis (Exactly as written)
  • Last: Evans III
DOB: 6-30-82
Airports:
  • Preference: Chicago Midway (MDW)
  • Secondary: Chicago O’Hare (ORD)
Phone: +1 (312) 523-6771 (do not share this number with anyone without permission)
Frequent Flyer Miles:
  • Southwest Rapid Rewards Number: 20316104303
  • Delta SkyMiles Number: 948 373 0736
  • United SkyMiles Number: PJ999371
  • American AAdvantage Number: 1BT04W8

D. Topics:
ALIM’s scholars will typically cover aspects of the following general topics. If you would like a specific topic that is outside of these areas, please let us know at least one week prior to the event.
  • Liberalism
  • Atheism
  • Sexuality
  • Political Alignment
  • Marriage/Dating
  • What is spirituality?
  • Issue of Authority
  • Gender
  • Youth
  • Identity
  • Race
  • Faith and Doubt

E. Questions?
If you still have any questions after reviewing this guide, please email jose@alimprogram.org