



# 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.
  - 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](tel:+13125236771) (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](mailto:jose@alimprogram.org)