

NAME

Address
Phone number email address

EVENT CONFIRMATION

Please complete this form & return a copy by _____ IN ORDER TO CONFIRM my speaking at your event.

Name of Event: _____

Date and Time of Event : _____

Location: _____

Sponsored by: _____

Sponsor's Address: _____

Phone: _____ Host Organization's Website: _____

Contact Name: _____ Phone: _____ Email: _____

Contact Address: _____

Theme/Subject of presentation: _____

How many times will I speak?: _____ and for how long? _____

When shall I arrive? _____ Depart? _____ (please send directions)

Will you make airline reservations (if applicable), or shall I? _____

All Travel covered? Yes No

If driving, 40 cents per mile will be reimbursed for _____ roundtrip miles.

Overnights provided on _____

Breakfasts on _____ Lunches on _____ Suppers on _____

Anticipated Number in Attendance _____ women only or a mixed crowd? _____

General description of group (age, denomination, etc) _____

The photos from my website may be used for promotional purposes.

Do you need a hard copy as well? Yes No Date to send? _____

May I bring my books & tapes? Yes No

Will you provide a book table? Yes No A volunteer cashier? Yes No

SPEAKING HONORARIUM

Agreed upon \$_____ *(please include amount so that we both can plan ahead)*

Please send me any promotional materials and the schedule for the event so that I may become familiar with you prior to arrival. (Last year's brochure of the same event would also be helpful.)

Today's date _____ *Thanks for remembering me in your prayers!*

KEEP A COPY OF THIS FOR YOUR OWN REFERENCE