



The following
samples and
suggestions are in
response to
requests for this
information.

Additional ideas
are welcomed.

Oleda Atkinson

Helpful Hints for Hosting Guest Speakers

Guest Consideration

- Method of travel, distance and expense
- Number of times the speaker will minister
- Ministry expectation (General Session, Workshop, Musician)

Communication

- Confirm and reconfirm dates, travel and lodging arrangements.
- Communicate approximate time allotted for speaker.
- Assign an armor bearer to assist ministry guest.
- Introduce armor bearer to speaker before first session, if possible. Supply armor bearer with bottled water, small packs of Kleenex, throat lozenges, etc. for guest speaker's comfort.
- Notify guest who will meet her upon arrival.
- If guest is traveling by air, notify who will pick up and return her to airport.
- If decision is made to record (audio or video) messages of guest, obtain permission of guest before recording. Send release form to be completed and returned.

Honorarium

- Have a clear understanding with guest speaker as it relates to financial arrangements especially with speakers outside the "church" family.
- Establish your budget capability.
- Consider receiving offering for guest speaker. This allows women to sow into ministry.
Suggestion: Where possible, plan to provide a minimum of \$200.00 – \$400.00 per service for the keynote speaker and at least \$100.00 for workshop or additional speakers.
- Cover guest's expenses (travel, lodging and meals).
- Mileage reimbursement according to IRS regulations.
- Have honorarium ready by end of final service.

Hospitality

- Welcome note in room upon arrival from host.
- Conference packet that includes schedule, meal functions, seating, etc.
- Gift basket of speaker's favorites. Consider travel, duration of meeting, etc., in determining basket size and contents. Waters, juices, fruits, cheeses, packaged crackers, paper cups, napkins, disposable flatware, etc., are always welcomed.
- Communicate that incidentals and room charges for meals are confirmed with hotel.
- Provide complimentary audio (video) tape of entire event to guest.

Date

Name

Address

Address

SAMPLE

Dear **Name** :

We recently received your acceptance of our engagement invitation. We are looking forward to your visit with great anticipation. This letter will serve as confirmation of your ministering at our **conference** on **date**, at **time**.

Please find enclosed the following forms to aid in making your visit a pleasurable experience and assist in expediting paperwork processes.

- Guest Ministry Form
- Ministry Aid Request Form
- W-9 Tax Form (Available from the IRS web site)
- Tape Release Form
- Directions to meeting location

Please complete the forms and return to **Name/Address** as soon as possible. If convenient, you may fax the forms to me at **XXX-XXX-XXXX**, as well as mail the originals.

We are eagerly looking forward to having you with us and are believing for a powerful move of God. In the interim, please feel free to contact me at **XXX-XXX-XXXX** with any questions or for additional assistance.

Sincerely,

Name

XXX/xxx

Enclosures

SAMPLE

GUEST MINISTRY FORM

State Ministry Name

Name of Guest: _____ Phone: _____

Name of Ministry: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Contact Person: _____ Phone: _____

Date(s) of Ministry: _____ Time: _____

Arrival Date: _____ Time: _____

Departure Date: _____ Time: _____

Travel Arrangements Coordinated by: _____

Mode of Transportation: _____ Airline & flight #: _____

Number Traveling: _____ Names: _____

Number of Rooms Needed: _____

Place of Lodging: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Meal Preferences: Meats—Chicken, Turkey, Beef, Seafood, Pork, Other _____

Preferred Amenities: Beverages—Water, Soft Drinks, Coffee, Tea, etc. _____

Snacks— _____

Special Dietary Concerns or Other Pertinent Information: _____

Will guest bring ministry product (books, tapes, etc.)? _____ Yes _____ No

Will product be shipped in advance? _____ Yes _____ No

If product is being shipped in advance, please send to:

Attention: Name . . . Address

Will anyone from your ministry be responsible for your table? _____ Yes _____ No

Will you need workers from host event for your table? _____ Yes _____ No

How are checks to be made payable for product? _____

Note: You must provide your own bank and collect the monies from your sales table at the end of each service.

Please return this form to:

Name

Address

Phone/Fax

SAMPLE

Church of God International Women's Ministries

Tape Release Form

Renewal '03
October 17-19, 2003
Sheraton Crescent
Phoenix, Arizona

The undersigned is a participant in the International Women's Ministries Conference,

Renewal '03, October 17-19, 2003 in Phoenix, Arizona.

I hereby consent to the taping of my remarks by Women's Ministries. I also consent to the limited release of my rights and claims to these tapes in order to allow Women's Ministries to reproduce and sell them.

Please Print Full Name

Date

Signature

Please **return by fax as soon as possible** to:
International Women's Ministries
Attn: Oleda Atkinson, Coordinator
423-478-7891

International Women's Ministries Conference



SAMPLE

Ministry Aid Request Form

Name _____

Address _____

City _____ State _____ Zip _____

Message Title _____

Please check **ALL** the item(s) you need for your session that Women's Ministries should supply.

- | | |
|---|--|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Power Point set-up |
| <input type="checkbox"/> Transparency of outline
(Original enclosed) | <input type="checkbox"/> Handouts (Original enclosed)
copies needed _____ |
| <input type="checkbox"/> Product Table*
needed _____
* You will need to staff your
product table | <input type="checkbox"/> Type of microphone preferred
___ handheld corded
___ handheld cordless
___ lavalier wired
___ lavalier wireless |
| <input type="checkbox"/> Other _____
(Specify) | |

Comments _____

Please return to:
Oleda Atkinson, Coordinator
International Women's Ministries
P. O. Box 2430
Cleveland, TN 37320-2430
(423) 478-7170 – Fax (423) 478-7891

Welcome!

SAMPLE

Sample of welcome note
to be included in gift basket
which is placed in the guest's
hotel room prior to arrival.

It is our distinct honor to host you as our ministry guest. We want your stay to be comfortable, enjoyable and consider it an honor to accommodate you during our visit to **XXXXX**.

Name has been assigned as your hostess/armour-bearer and is available should you need assistance during your stay. You can contact her at: **XXX-XXX**. (Provide hotel room number, if applicable.)

Our Worship Celebration Schedule is as follows:

State Service Times

Transportation will be provided for you, if needed, to the church (or hotel ballroom). Directions are included.

You will be hosted for a meal following the service.

Again, we are honored to have you as our special guest. We are praying and believing for a mighty anointing upon your ministry.

