

XYZ CHURCH

GUEST SPEAKER INFORMATION

Personal Information

Name	
Church address	
Home phone	
Mobile phone	
Email	

Travel info

Will you be bringing a companion	
Do you require accommodation	
Do you require picking up	
If so please give details	
Do you require a parking space	
Do you require directions to the venue**	

Venue Information

Date of Meeting	
Date of arrival	
Time of arrival	
Will you be bringing resources	
Do you require someone to sell your resources	
Do you require a float	
Will you be using media What program/op system	<input type="checkbox"/> DVD <input type="checkbox"/> Powerpoint Mac / PC <input type="checkbox"/> Other

General Information

Would you like to have lunch with the Snr Pastor	
Do you have any special requirements	
Are there any snacks/drinks you prefer	
Any other information which may be helpful to us	

Financial Information

Honorarium/ Offering Payment	State who the Payment should be made out to Charity Number
Location	<input type="checkbox"/> Local <input type="checkbox"/> Overseas (State Country)
Preferred Payment method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank to bank transfer (note cash will require signing of a receipt)
Bank to Bank Transfer	Account Name Account Number Bank Number Bank Name Bank Address International SWIFT code
Agreed contribution to costs	<input type="checkbox"/> Airfare / Rail <input type="checkbox"/> Accommodation <input type="checkbox"/> Honorarium <input type="checkbox"/> Other

Below are some details which you may find helpful for your visit with us.

Church Services Location

Church Offices Location

Church office Phone number

Out of hours number

Dress Code: Fill in local Church references

Service Time: -----

Personal Server: You will be assigned a personal server for your visit – please feel free to ask her/him for anything you require

We look forward to having you with us. Please feel free to contact me on the number below if you have any questions.