

## Name of Event

Hi. I'm really glad I can come and help out at this event. I want what I do to fit what you're looking for as closely as possible, so if you could fill out the form below, that would be really helpful. I have already filled in the bits I know about, so please just check that they are correct and change them if they aren't.

Thank you

### Basic details

Name of event	
Date	
Times: of the event When you would like me to arrive	
Venue	
Style of input you'd like from me (sermon, training, interactive etc.)	
Number of sessions from me	
Length of time per session	
Topic	
My contact person for the event: Name Phone Email	

### Factors influencing the input

Purpose of the overall event	
Purpose of my session/s within the event. Anything else on the program I need to co-ordinate with.	
Rough description of the audience (age, Christian maturity, any non-Christians expected etc.)	
Pastoral issues I should know about. (This is anything I should know so that the illustrations or examples I use aren't accidentally insensitive or so I can connect better with people. This would include knowing about things like recent fatal accidents, effects of drought on the community, whether the issue of singleness is a major one for lots of people etc.)	

### For an evangelistic talk

Would you like me to pray a prayer for people to become Christians at the end of the talk, or will the MC pray such a prayer, or would you prefer not to have a prayer from the front on	
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the night? (All of these options are fine)	
Will there be a feedback card? If yes, would you like me to ask people to fill it in, or will the MC? (Please forward me a copy of the card once it's done if you are having a card.)	
What kind of follow-up will there be? (This will help me at the end of talk to give people who might be interested in finding out more some specific options.)	
Anything I should know about the audience? (For example, are they mostly churched or unchurched?)	

### Miscellaneous details

Do you need something from me for a booklet? By when?	
Is a projector available? PowerPoint? DVD?	
Dress	
Are you planning to record the talks?	
Will people have Bibles with them? Is there a particular version you'd like me to use? (NIV, ESV etc)	

### Anything else I should know

**WHEN COMPLETED, PLEASE RETURN THIS FORM TO THE WOMAN WHO IS SPEAKING FOR YOU/THE WOMAN WHO GAVE IT TO YOU.**