



A Ministry of The College of Biblical Studies

## MEETING REQUEST FORM

**Dr. A. Charles Ware**

**Executive Director**

**Special Assistant to the President**

*The College of Biblical Studies exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.*

If you would like to invite Dr. Ware to speak at your church service or event, please complete this form in its entirety and email it to [debora.terry@cbsHouston.edu](mailto:debora.terry@cbsHouston.edu) Your request will be considered after we receive this completed form. Thank you.

### **General Information**

Meeting Date(s): \_\_\_\_\_ Church/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Time Zone: \_\_\_\_\_ Fax: \_\_\_\_\_

Meeting Address if different: \_\_\_\_\_

Meeting days & times: \_\_\_\_\_

Meeting Theme: \_\_\_\_\_ Assigned Topic and/or Scripture: \_\_\_\_\_

Length of Message(s): \_\_\_\_\_

What is your desired outcome from this meeting? \_\_\_\_\_

### **Audience**

Approximate Size of Audience: \_\_\_\_\_ Age Range: \_\_\_\_\_

Uniqueness of Audience:  Multicultural  White  Black  Other \_\_\_\_\_

Type of Meeting (church service, conference, etc.): \_\_\_\_\_

Speakers Dress Code (suit, tie, casual, etc.): \_\_\_\_\_

Comments: \_\_\_\_\_

### **Recording and Technology**

Please check all that you will provide:

Wireless Mike  PowerPoint Projector  Presentation computer  video cable  Screen

Is your recording equipment radio quality?  Yes  No

If so, will you provide Dr Ware a recording of his message(s)?  Yes  No

**Release Statement**

We authorize Dr. Ware to use in whole or in part such recordings or photographs for purposes of publicity, advertising and promotions and sales.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Airport Information**

If flying, what airport should Dr Ware fly into? \_\_\_\_\_

**Accommodations**

When should he plan to arrive (date & time, time zone)? \_\_\_\_\_

If overnight, where will he be staying? \_\_\_\_\_

Name of Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name and phone number of Person picking up Dr Ware. \_\_\_\_\_

**Honorarium & Expenses**

Please write a separate check for the Honorarium and Total Expenses. Honorarium and travel expense Checks should be made payable to Collage of Biblical Studies or C&S Ministries Checks can either be given to Dr. Ware or mailed to Grace Relations at 3500 DePauw Blvd. Building One, Suite 1010, Indianapolis, IN 46268

- |                  |                                       |   |
|------------------|---------------------------------------|---|
| Honorarium       | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |
| Travel Expenses  | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |
| Food Expenses    | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |
| Housing Expenses | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |

If Dr. Ware is not available to serve you on the date requested, would you consider having another CBC faculty/staff member serve in his place?  Yes  No

**College of Biblical Studies Ministry**

Does your church/organization support College of Biblical Studies financially?  Yes  No

Would you be willing to give a financial gift to College of Biblical Studies?  Yes  No

If not a regular financial supporter, would you prayerfully consider becoming one?  Yes  No

Will you be willing to a CBS Sunday Service, coinciding with Dr. Ware’s visit

where CBS is presented, and a special offering is taken for the college?

Yes  No

### **Resources and Information Table**

We would like to serve you by offering a selection of books, CD's and DVD's at this event. Please check all boxes that apply below. GOD BLESS YOU!

- We will allow you to sell resources.       We will allow you to promote College of Biblical Studies.

Will you assist Dr. Ware by providing the following? (please check):

- 8ft table to display resources and literature. (positioned wherever is convenient for the sponsor)  
 Someone to assist with sales who has good math skills.

---

Signature

---

Date

Please send promotional literature or website link.